



CITY COUNCIL MEETING

November 18, 2025 at 6:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Mayor's Comments – Long Lake News, Meeting Review and Updates

4. Approve Agenda

5. Consent Agenda

[A.](#) Approve Minutes of October 30, 2025 Special City Council Meeting

[B.](#) Approve Minutes of November 3, 2025 City Council Work Session

[C.](#) Approve Minutes of November 3, 2025 City Council Meeting

[D.](#) Approve Vendor Claims and Payroll

[E.](#) Approve the 2026 Shoreline Fire Department Operating Budget and Capital Improvement Plan

[F.](#) Appoint Erika Leachman as Chair and Mark Preissing as Secretary of the Park Board for 2025

6. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*

7. Regular Business

[A.](#) Approve Payment Request No. 1 (Final) for the 2025 Pavement Rehabilitation Project (Lindawood Lane)

[B.](#) Consider Approval of an Appointment and Employment Agreement for the Position of City Administrator

[C.](#) Adoption of 2026 City Utilities/Recycling Rates

8. Other Business

9. Adjourn

UPCOMING MEETINGS & OTHER DATES OF NOTE

Tuesday, November 25 (5:00 pm) / Park Board Meeting

Thursday and Friday, November 27-28 / City Offices Closed - Thanksgiving Holiday

Tuesday, November 18 (5:00 pm or 5:30 pm) / City Council Work Session

Tuesday, December 2 (6:30 pm) / City Council Meeting

Friday, December 5 (5:30 pm - 7:30 pm) / Holiday Tree Lighting in Holbrook Park

Members of the public may monitor the meeting in person or by watching the livestream on our YouTube channel at <https://www.youtube.com/@CityofLongLakeMN/streams>.



MINUTES
CITY COUNCIL SPECIAL MEETING
October 30, 2025

CALL TO ORDER

The meeting was called to order at 5:02 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: Interim City Administrator: Amanda Nowezki; City Attorney: John Thames; Fire Chief: Mike Heiland; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

A motion was made by Kvale, seconded by Dyvik, to approve the agenda as presented. Ayes: all.

REGULAR BUSINESS

A. Closed Session Pursuant to MN Stat. 13D.05, Subd.3(b)/Attorney-Client Privilege: Discussion of Open Litigation Related to the Fire Services Contract

A motion was made by Kvale, seconded by Feldmann, to go into a Closed Session pursuant to MN Stat. 13D.05, subd.3(b)/attorney-client privilege to discuss open litigation related to the fire services contract. Ayes: all.

Mayor Miner advised that the Council would move to a separate room for the Closed Session and then would return to the Chambers to resume the open Special City Council meeting when they were done.

The Council returned to the Council Chambers at 6:45 pm.

A motion was made by Feldmann, seconded by Newcomer, to close the Closed Session City Council meeting and return to the Special City Council meeting. Ayes: all.

City Attorney Thames stated that the Council had just adjourned a Closed Session pursuant to MN Stat. 13D.05, Subd. 3(b) and discussed the open litigation related to the Fire Services Contract.

B. Consider Approval of Shoreline Fire Department Joint Powers Agreement

Mayor Miner reported that the City had been working on a proposed new Joint Powers Agreement (JPA) with the City of Orono for the last 10 months or so. The negotiated JPA between the two cities will create a jointly operated Fire Department called the Shoreline Fire Department along with a four-person Board that would include two representatives from each city. Under the new JPA, Station 1 would be called the Long Lake Station and Station 2 would be called the Orono/Navarre Station as a way to represent both communities, and to set them up for having a great fire department for the next 20 years and beyond. He added that they were hoping to invite other cities to become members in the future, including Minnetonka Beach.

Councilmember Feldmann reflected on the amount of time Mayor Miner and Councilmember Dyvik had spent working on development of the JPA with the City of Orono and expressed the community's appreciation for their dedicated service.

City Attorney Thames noted that staff had prepared some alternative resolutions that would cover items B, C, D, and E on the meeting agenda and suggested that the Council take time to discuss those as well.

- C. Consider Approval of Commercial Lease Terms for Station 1 and Station 2; Consider Authorization of Execution of Station 1 Lease**
- D. Consider Approval of Fire Service Contract Extension for the LLFD (Optional Agenda Item)**
- E. Consider Approval of Stipulation for Dismissal of Open Litigation Related to the Fire Services Contract**

Mayor Miner indicated that the City of Long Lake would be a signer on the lease agreement for Station 1, and the Board of the Shoreline Fire Department would be the signer for the lease agreement for Station 2.

A motion was made by Dyvik, to adopt Resolution No. 2025-37 (Option A), a resolution approving the Shoreline Fire Department Joint Powers Agreement; approving lease terms for the 340 Willow Drive and 3770 Shoreline Drive properties; and authorizing execution of the 340 Willow Drive lease; and authorizing the execution of a stipulation for dismissal of open litigation related to the Fire Services Contract.

Councilmember Kvale pointed out that an Option B version of the Resolution would have allowed for the City to extend the current contract, and one of the reasons the Council had given consideration to that option was that in case the Shoreline Fire Department wasn't operational, service would default to Long Lake Fire responding to fires. She added that she was comfortable with the approval of Option A because the Council feels like they have a good working relationship with Orono, and if the new Department isn't operational, the parties will be able to work together and find a solution.

Thames mentioned that the Council had discussed providing concurrent direction to City staff related to that issue, and suggested that be included that as part of the motion as well.

The motion was amended by Dyvik, seconded by Miner, to adopt Resolution No. 2025-37 (Option A), a resolution approving the Shoreline Fire Department Joint Powers Agreement; approving lease terms for the 340 Willow Drive and 3770 Shoreline Drive properties; authorizing execution of the 340 Willow Drive lease; authorizing the execution of a stipulation for dismissal of open litigation related to the Fire Services Contract; and directing staff to ensure that insurance coverage remains in place in the event the Long Lake Fire Department needs to continue beyond January 1, 2026, and to cover necessary payroll to ensure adequate staffing. Ayes: all.

Mayor Miner indicated that he had intended to open this item up for public comment and invited members of the public to address the Council.

Bryan Miller, 290 Lakeview Avenue – Mr. Miller gave a brief history of the fire services situation and discussions that began in the summer of 2022. He stated that he believed the actions taken by the Long Lake City Council have been incredible. He commended the individual Councilmembers and staff for what they brought to the discussions, and noted that he felt they had all gone above and beyond the call of duty.

Kelly Grady, 271 Greenhill Lane – Ms. Grady shared that she is the wife of a firefighter on the Long Lake Fire Department, a proud resident of the City, and would echo the sentiments shared by Mr. Miller. She commented that she was happy to see the fire services issue resolved in a happy way for all involved cities. She voiced her appreciation to everyone involved in making this happen and noted that she truly believes that the cities' fire departments will always be stronger together.

F. Appoint Directors to Shoreline Fire Department Board

G. Appoint Ex-Officio Directors to Shoreline Fire Department

Mayor Miner explained that the Shoreline Fire Department Board would consist of two voting director members and one alternate for the City of Long Lake, who need to be elected officials. He added that he was open to stepping back and allowing someone else to serve on the SFD Board.

Councilmember Dyvik observed that in the transition period, he felt it would make sense to have one of the people involved in the negotiations process also serve on the SFD Board, which he was willing to do. He suggested that Councilmember Feldmann would be helpful to have on the Board because he foresees that there will be a lot of number crunching, and suggested that Councilmember Newcomer could be the alternate.

Councilmember Feldmann confirmed that he was open to serving on the SFD Board.

Councilmember Newcomer stated that he supported Councilmember Dyvik's suggestion.

Mayor Miner indicated that the appointments for the Ex-Officio Director positions can be City staff members or non-elected officials. Interim Administrator Nowezki would serve in this capacity, and staff has proposed that Planning Commission member Judd Axelson be appointed as an Ex-Officio Director. Mayor Miner noted that staff had spoken with Mr. Axelson, who'd indicated a willingness to participate. Lastly, the alternate Ex-Officio Director would be City Clerk Moeller.

A motion was made by Miner, seconded by Kvale, to appoint Councilmembers Dyvik and Feldmann to serve as Directors on the Shoreline Fire Department Board, with Councilmember Newcomer as Alternate; and to appoint Interim City Administrator Nowezki and Planning Commissioner Axelson as Ex-Officio Directors, with City Clerk Moeller serving as the Alternate. Ayes: all.

Mayor Miner added that Long Lake Fire Chief Heiland will be the Interim Fire Chief for the Shoreline Fire Department, which will provide continued stability.

Fire Chief Heiland thanked the Council for their continued support.

Mayor Miner mentioned that he had been impressed with the turnout this morning for the send-off for Weston Paszkiewicz, as he left the City to become an Honorary Minnesota Wild player. A great show of citizens, Fire Departments, and Police Departments had lined up along Wayzata Boulevard W in his honor. Mayor Miner shared that Weston and his family have been fighting hard as Weston battles leukemia, and the community is standing with him.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:16 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



MINUTES
CITY COUNCIL WORK SESSION
November 3, 2025

CALL TO ORDER

The meeting was called to order at 5:00 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: Interim City Administrator: Amanda Nowezki; and City Clerk: Jeanette Moeller

Absent: None

APPROVE AGENDA

A motion was made by Feldmann, seconded by Newcomer, to approve the agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

REGULAR BUSINESS

A. Discuss 2026 Utility Rates

Interim City Administrator Nowezki presented an overview of what she believed the City's utility rates should look like in 2026 and how the proposed rates would impact the City's enterprise funds. She reminded the Council that the City had been notified the City's Metropolitan Council wastewater treatment charge was increasing by 23.75% for the coming year. She gave details of her proposed rate change adjustments and shared examples of monthly billing impacts.

The Council discussed the significant increase in Metropolitan Council charges.

City Clerk Moeller observed that it felt like the charge was increasing in a manner that seemed punitive and stated that Long Lake was not the only small city that had an I/I issue. She noted that it feels as if the Metropolitan Council charge was intended to hurt enough financially to force the cities to spend money and fix their systems. She commented that the City's goal is to begin investing in the system as soon as the results of the recent sewer televising are in and engineering can design a project.

The Council discussed how Long Lake's Metropolitan Council charge compares with similar-sized cities, grants that may be available, and the upcoming use of TIF funds planned for sewer lining projects. Council and staff also reviewed the per-unit sewer and MCES treatment fees, the possibility of metering flows coming from Orono, how unmetered accounts are handled, and the potential costs associated with renting or purchasing a flow meter to monitor Orono flows.

Councilmember Kvale suggested that, with the unmetered accounts, the City be consistent with what it bills to Long Lake residents and noted that if Long Lake residents were unmetered or not using water, the monthly fee would be \$150, and everyone should be charged the pass-through MCES Treatment Fee as the City's properties do.

Nowezki briefly reviewed the enterprise fund balance cash trends over the last seven years and the budget implications of her proposed adjustments. She had shared this information with Public Works Director Diercks earlier in the day, but he had not had a chance to respond to her recommendations yet.

Councilmember Kvale asked about moving to a paperless billing system.

Nowezki responded that staff has had a lot of discussion about moving to a paperless billing system due to the increased postage rates. She noted that they have been considering how best to find a way not to negatively impact those who still want paper bills, while perhaps discounting charges for people who sign up for electronic billing. She added that she did not think it would be possible to implement that kind of change in 2026 because it would be a significant project.

B. Continue Discussion of 2026 Budget/Levy Preparation

Nowezki recalled that following the last City Council budget conversation, she'd sent an email to the Council with the General Fund work papers for their review. She encouraged Council to look over the information and let her know if there was anything they weren't comfortable with, particularly with regard to CIP changes. She explained that her goal for the next Council budget work session was to bring them what she hoped would be the final budget for the General Fund and Enterprise Funds.

OTHER BUSINESS

No other business was discussed.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 6:29 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



**MINUTES
CITY COUNCIL MEETING
November 3, 2025**

CALL TO ORDER

The meeting was called to order at 6:30 pm.

Present: Mayor: Charlie Miner; Council: Jahn Dyvik, Mike Feldmann, Deirdre Kvale, and Todd Newcomer

Staff Present: Interim City Administrator: Amanda Nowezki; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

Absent: None

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW, AND UPDATES

Mayor Miner offered the following comments and updates:

The Council had met in a work session prior to the regular meeting at which they'd discussed the proposed utility rates, budget, and levy for 2026.

Last week, the Long Lake Waters Association and the Minnehaha Creek Watershed District had put on a great event focused on Long Lake's water quality.

He reported that a Special City Council meeting was held last week, during which the Council had unanimously approved a Joint Powers Agreement to form the Shoreline Fire Department.

APPROVE AGENDA

A motion was made by Kvale, seconded by Feldmann, to approve the agenda as presented. Ayes: all.

CONSENT AGENDA

The Consent Agenda consisted of the following:

- A. Approve Minutes of October 21, 2025, City Council Work Session Meeting
- B. Approve Minutes of October 21, 2025, City Council meeting
- C. Approve Vendor Claims and Payroll
- D. Accept the Resignation of Noah Mackey from the position of Public Works Maintenance Worker I

A motion was made by Dyvik, seconded by Newcomer, to approve the Consent Agenda as presented. Ayes: all.

OPEN CORRESPONDENCE

No one was in attendance to address the City Council during Open Correspondence.

REGULAR BUSINESS

A. Approve Payment Request No. 1 (Final) for the 2025 Pavement Rehabilitation Project (Lindawood Lane)

City Clerk Moeller indicated that per the City Engineer's memo, the City's contractor had completed the work for the Lindawood Lane repaving project with no change orders.

Councilmember Dyvik recalled learning that there had been a drainage issue in the project area after completion.

Public Works Director Diercks gave an overview of what had been done to address the drainage issue referenced by Councilmember Dyvik and assured the Council that the area was draining correctly now.

Councilmember Dyvik had also been informed by a resident of the new home on the street that they were having a ponding issue with their driveway.

Diercks confirmed that ponding still occurs at the end of the driveway, but that the issue was due to a problem with the driveway and he had not seen any evidence to show that the City would be liable.

Councilmember Dyvik stated that he assumed if there was ponding, resolving that issue would be on the contractor.

Councilmember Kvale questioned whether the work performed by the contractor had been consistent with the specs prepared by WSB.

Diercks described the history and background of the area and the work that had been done as part of the project.

Councilmember Dyvik pointed out that he had been shown a picture of the area, and what he'd observed appeared to be more than just a little ponding.

Mayor Miner suggested that the Council continue discussion on the matter after the meeting for further review.

Councilmember Dyvik noted that the Council was preparing to issue payment to the contractor, but he wasn't sure that it could be said everything looked good with the project yet.

The Council discussed who the potential liability may fall on if there is a problem in the area with the ponding.

Mayor Miner asked if the Council could delay a vote on this item to allow for time to investigate the driveway ponding situation a bit further.

Council member Kvale observed that the contractor did complete work and payment for project completion was warranted.

Interim Administrator Nowezki believed action could be tabled until the next City Council meeting.

Councilmember Dyvik indicated that he would reach out to the homeowner before the next meeting.

A motion was made by Dyvik, seconded by Feldmann, to table approval of Payment No. 1 (Final) to Asphalt Surface Technologies Corporation (ASTECH Corp.) for the 2025 Pavement Rehabilitation Project, pending further review of the final condition of the project. Ayes: Dyvik, Feldmann, Newcomer, and Miner. Abstain: Kvale. Motion carried.

B. Establish a Public Works Seasonal On-Call Snowplow Operator Position

Diercks introduced his request to establish a Public Works Seasonal On-Call Snowplow Operator position. He explained that recent employee resignations within the Public Works Department have resulted in the department being short-staffed while heading into a snow removal season. He added that a qualified candidate has already expressed interest in the position.

Moeller added that the intent was to create the on-call position for the present and future years, given that it may continue to benefit the department during times of staffing shortages or limited availability. She mentioned that the interested candidate is a long-time former employee who already knows the City streets and City equipment well.

A motion was made by Feldmann, seconded by Miner, to adopt Resolution No. 2025-39 establishing the position of Public Works Seasonal On-Call Snowplow Operator and amending the City's 2025 Salary Plan. Ayes: all.

Moeller and Diercks gave a brief update on the status of the hiring process for Public Works staff vacancies.

OTHER BUSINESS

Shoreline Fire Department Board Meeting - Councilmember Feldmann stated that the Shoreline Fire Department (SFD) Board had met earlier in the day and he felt that much of their discussion was positive. He shared that Assistant Fire Chief Farley had recently delivered a baby on a call. Moeller had learned that there would be an upcoming 'Stork Pin' ceremony for Assistant Fire Chief Farley. Councilmember Dyvik added that he also serves on the Shoreline Fire Department Board with Councilmember Feldmann and agreed that the meeting went well. He reported that the SFD Board had approved an organizational chart for Fire Chief Heiland to start populating with his recommendations for filling the leadership team positions. Typically the SFD Board would be meeting quarterly, but will be meeting more frequently as the department works to get things up and running.

OHS Football Team – Councilmember Dyvik congratulated the Orono High School football team for winning the Section Championship last week. They will be moving on to the State competition.

Shoreline Fire Department Operating Committee - Nowezki had attended the first SFD Operating Committee meeting. In addition to those meetings, a group of staff between the cities would be holding weekly meetings related to the overall transition to ensure a smooth conversion for all parties.

LLWA/MCWD Event – Nowezki reported that she had also attended the October 28 Long Lake Waters Association and Minnehaha Creek Watershed District event which had been well attended. She and a contact from the MCWD have scheduled a meeting in December to discuss what can be done to get the ball rolling for Long Lake water quality improvements. Councilmember Dyvik stated that the feedback he'd received after the meeting was that residents would support initiatives to address some of the internal load issues with phosphorus as soon as possible.

E-Permitting Update - Moeller commented that forward momentum continues for implementation of new e-permitting software, which is likely to be up and running by January 1, 2026.

Public Works Updates - Diercks reported that a water loss audit had been completed recently on the City's water distribution system, and he highlighted some of the leak information that was gathered. He added that about 74 Emerald Ash Borer infected trees have been taken down and staff has identified about 25 additional trees for future removal. Public Works will be continuing to address ash trees in 2026.

Holiday Tree Lighting - Mayor Miner asked if there had been any discussion about the Holiday Tree Lighting event. Moeller replied that staff had been having some trouble scheduling a meeting where a quorum would be available to attend, but they were working on it.

Veterans Day Observance - Mayor Miner reminded residents that the City offices would be closed on Veterans Day, November 11, 2025.

ADJOURN

Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:24 pm.

Respectfully submitted,
Jeanette Moeller
City Clerk



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / November 18, 2025

SUBJECT: Approve Vendor Claims and Payroll

Prepared By: Amanda Nowezki, Finance Director

Report Date: 11/12/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve vendor claims paid in the amount of \$328,157.68 and electronic vendor payments in the amount of \$5,071.53 for a total amount of **\$333,229.21**; October Fire Department monthly payroll in the amount of **\$22,853.02**; November City Council monthly payroll in the amount of **\$1,300.00**; and gross City Employee payroll paid November 13 in the amount of **\$24,094.66**.

Overview / Background

If approved, Check No. 71679 is for pay voucher No. 1 (Final) to Asphalt Surface Technologies Corporation in the amount of \$173,215.93 for the completion of the 2025 Pavement Rehabilitation Project.

Supporting Information

- Listing of Claims Paid
- Electronic Vendor Payments
- Fire Department Payroll
- City Council Payroll
- Biweekly Payroll



LONG LAKE, MN

11/12/25 4:39 PM

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Section 5D.

*Check Summary Register©

Checks 71629-71679

Name	Check Date	Check Amt	
10100 GENERAL FUND CASH			
71629	ACROSS THE STREET PRODUC	11/7/2025	\$1,000.00 Renew Blue Card Instructor Membership - Spin
71630	Advanced Imaging Solutions	11/7/2025	\$77.00 Copier Contract Maint - Nov 2025
71631	ASPEN MILLS	11/7/2025	\$131.00 FD Uniforms-Ties
71632	BERKLEY RISK ADMINSTRATOR	11/7/2025	\$250.00 Workers Comp Deductible - D. Rothstein
71633	BIFFS, INC.	11/7/2025	\$590.00 Biff Rental-Nelson Lakeside
71634	CARSON, CLELLAND & SCHRED	11/7/2025	\$11,505.25 Oct Legal Fees-FD Corr w/staff and Mayor
71635	CENTERPOINT ENERGY	11/7/2025	\$435.76 Gas Charges - (09/23/25-10/21/25) 309 Harring
71636	CITY OF LONG LAKE	11/7/2025	\$604.43 Oct 2025 Utility Bill - 450 Virginia
71637	CITY OF ORONO	11/7/2025	\$1,562.86 FD2 Water/Sewer Bill - 3770 Shoreline Dr (09/
71638	ECM PUBLISHERS, INC.	11/7/2025	\$299.14 Newspaper Ad-Job Positng PW 2
71639	FAUL PSYCHOLOGICAL	11/7/2025	\$665.00 Pre-Employment Psych Screening
71640	FIRE SAFETY USA, INC.	11/7/2025	\$176.90 FD- Engine 21; Ladder Boot
71641	FIRSTNET (AT&T)	11/7/2025	\$631.75 FD WIRELESS SERVICES (9/26/25-10/25/25)
71642	GOPHER STATE ONE CALL	11/7/2025	\$71.55 Oct 2025 Locates
71643	HAWKINS INC	11/7/2025	\$4,636.03 Water Chemicals - 242 Gal
71644	HENNEPIN CTY INFO. TECH. DE	11/7/2025	\$5,903.55 PW Radio Fees-Oct 2025
71645	HP Minnesota 1 LLC	11/7/2025	\$59.08 Refund utility overpayment, Act 01-00000809-0
71646	INTL ASSOC OF FIRE CHIEFS (IA	11/7/2025	\$293.75 IAFC Membership and Great Lakes Dues
71647	JEFFERSON FIRE & SAFETY INC	11/7/2025	\$1,950.00 FD Foam 5 Gallon Pail (x12)
71648	Kirvida Fire, Inc.	11/7/2025	\$0.00 FD Ladder #1-Pierce; Annual Pump Test
71649	LANO EQUIPMENT OF LORETTO	11/7/2025	\$389.68 PW Tool Cat Rear Window Replacement
71650	MACQUEEN	11/7/2025	\$985.00 FD Ladder 24'
71651	MEDIACOM	11/7/2025	\$988.95 FD1 Phone/ Internet Services - (11/7/25-12/6/2
71652	Metro West Inspection Svcs Inc	11/7/2025	\$3,573.86 Oct 2025 Permits
71653	METROPOLITAN COUNCIL	11/7/2025	\$29,268.77 Waste Water Services - Dec 2025
71654	MILOW ELECTRIC, INC	11/7/2025	\$1,631.04 Electrical Repairs caused by the PMP Lindawo
71655	NCS (NEW CENTURY SERVICE)	11/7/2025	\$51,991.88 FD1 Down Payment for the Replacement of 5
71656	PERFORMANCE PLUS LLC	11/7/2025	\$7,023.00 FD Medical Exams, Drug Test, & Mask Fit - J.
71657	PLUNKETT'S PEST CONTROL	11/7/2025	\$219.22 FD Rodent Control Program
71658	PRECISION DRIVING CENTER	11/7/2025	\$997.92 FD1 PLUMBING REPAIRS
71659	Premium Waters, Inc.	11/7/2025	\$4.38 Bottled Water - Oct 2025
71661	RITEWAY BUSINESS FORMS	11/7/2025	\$219.52 Year End Tax Forms (W2's/1099's)
71662	TIMESAVER OFF SITE	11/7/2025	\$425.00 10/21/25 City Council Work Session Meeting M
71663	WRIGHT-HENNEPIN SECURITY	11/7/2025	\$394.10 Nov 2025 Security - 450 Virginia
71665	XCEL ENERGY	11/7/2025	\$263.93 Steet Lights - 2129 W Wayzata Blvd
71666	Z SYSTEMS, INC	11/7/2025	\$826.78 Repair the Council Chambers Audio Feed
71667	ASPHALT SURFACE TECH CO	11/7/2025	\$0.00 2025 PMP (Lindawood); Final Pay Voucher #1
71668	ALEX AIR APPARATUS 2, LLC	11/12/2025	\$2,020.80 FD2 Annual Compressor Service/Air Quality Te
71669	CUSTOMIZED FIRE RESCUE TR	11/12/2025	\$1,835.00 FD NFPA 1001/1072 Training (170Hour Cours
71670	ECM PUBLISHERS, INC.	11/12/2025	\$280.03 Newspaper Ad-Job Positng PW
71671	FERGUSON WATERWORKS	11/12/2025	\$3,123.00 Neptune 360 AMR 501-1000 (816 Meters) Ann
71672	FISCHER MINING, LLC	11/12/2025	\$1,022.42 Fill Sand for Streets
71673	Kirvida Fire, Inc.	11/12/2025	\$948.32 FD Engine #22-Spartan; Annual Pump Test
71674	MITCHELL NEUBAUER	11/12/2025	\$131.24 Expense Reimb-Fire Open House Gift Baskets
71675	SUTTONS ADVANCED CLEANIN	11/12/2025	\$1,202.17 CH Cleaning Services - Nov 2025
71676	WASTE MANAGEMENT	11/12/2025	\$6,177.57 Residential Recycling Services-Nov 2025
71677	XCEL ENERGY	11/12/2025	\$1,998.17 Street Lights - Act #5156925594 (10/03/25-11/
71678	XCEL ENERGY	11/12/2025	\$6,156.95 Steet Lights (09/22/25-10/21/25) - City Hall
71679	ASPHALT SURFACE TECH CO	11/12/2025	\$173,215.93 2025 PMP (Lindawood); Final Pay Voucher #1
Total Checks			\$328,157.68



LONG LAKE, MN

Section 5D.

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*Check Detail Register©

Checks 71629-71679

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
71629	11/07/25	ACROSS THE STREET PRODUCTIONS			
E 205-42281-3080		Training	\$1,000.00	28795	Renew Blue Card Instructor Membership - Spinks
		Total	\$1,000.00		
71630	11/07/25	Advanced Imaging Solutions			
E 101-41500-4135		Copier Maintenance	\$77.00	INV366834	Copier Contract Maint - Nov 2025
		Total	\$77.00		
71631	11/07/25	ASPEN MILLS			
E 205-42281-2410		Fire Department Uniforms	\$131.00	364045	FD Uniforms-Ties
		Total	\$131.00		
71632	11/07/25	BERKLEY RISK ADMINSTRATORS			
E 205-42280-1510		Workers Comp Insurance	\$250.00	25353	Workers Comp Deductible - D. Rothstein
		Total	\$250.00		
71633	11/07/25	BIFFS, INC.			
E 101-45200-3880		Portable Toilet Rental	\$103.00	INV273881	Biff Rental-Holbrook
E 101-45200-3880		Portable Toilet Rental	\$103.00	INV273882	Biff Rental-Hardin Park
E 101-45200-3880		Portable Toilet Rental	\$281.00	INV273883	Biff Rental-Nelson Lakeside
E 101-45200-3880		Portable Toilet Rental	\$103.00	INV273884	Biff Rental-Dexter Park
		Total	\$590.00		
71634	11/07/25	CARSON, CLELLAND & SCHREDER			
E 101-42110-3120		Legal Fees - Civil	\$884.50	8581	Oct Legal Fees-FD Corr w/staff and Mayor
E 101-41610-3120		Legal Fees - Civil	\$435.00	8581	Oct Legal Fees-PW HR Issues/Notice
E 101-41610-3120		Legal Fees - Civil	\$326.25	8581	Oct Legal Fees-Conf w/clerk, Notice Issue, Etc
E 101-42110-3120		Legal Fees - Civil	\$8,859.50	8581	Oct Legal Fees-FD JPW Contract and Lease Review, Meetings
E 101-41610-3040		Legal Fees - Criminal	\$1,000.00	8581	Oct Legal Fees-Criminal
		Total	\$11,505.25		
71635	11/07/25	CENTERPOINT ENERGY			
E 602-49450-3830		Natural Gas Expense	\$23.04	102425	Gas Charges - 25 Apple Glen Rd
E 101-41940-3830		Natural Gas Expense	\$59.02	80000790651	Gas Charges - (09/23/25-10/21/25) 450 Virginia
E 205-42282-3830		Natural Gas Expense	\$117.79	80000790651	Gas Charges - (09/23/25-10/21/25) 340 N Willow
E 205-42286-3830		Natural Gas Expense	\$28.00	80000790651	Gas Charges - (09/23/25-10/21/25) 3770 Shoreline
E 101-41942-3830		Natural Gas Expense	\$138.81	80000790651	Gas Charges - (09/23/25-10/21/25) 2145 Daniels
E 602-49450-3830		Natural Gas Expense	\$23.04	80000790651	Gas Charges - (09/23/25-10/21/25) 2200 Watertown
E 602-49450-3830		Natural Gas Expense	\$25.06	80000790651	Gas Charges - (09/23/25-10/21/25) 250 Lindawood
E 101-45200-3830		Natural Gas Expense	\$21.00	80000790651	Gas Charges - (09/23/25-10/21/25) 309 Harrington
		Total	\$435.76		
71636	11/07/25	CITY OF LONG LAKE			
E 101-41940-3820		City Utilities (Wat,Sew,Sto	\$66.37	110425	Oct 2025 Utility Bill - 450 Virginia
E 101-41942-3820		City Utilities (Wat,Sew,Sto	\$158.21	110425	Oct 2025 Utility Bill - 2145 Daniels
E 601-49400-3820		City Utilities (Wat,Sew,Sto	\$42.13	110425	Oct 2025 Utility Bill - 1964 Orchard
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$218.95	110425	Oct 2025 Utility Bill - 340 Willow
E 205-42282-3820		City Utilities (Wat,Sew,Sto	\$60.60	110425	Oct 2025 Utility Bill - 340 Willow (Truck Fill)

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Checks 71629-71679

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-3820		City Utilities (Wat,Sew,Sto	\$58.17	110425	Oct 2025 Utility Bill - 350 Harrington
		Total	\$604.43		
71637	11/07/25	CITY OF ORONO			
E 205-42286-3820		City Utilities (Wat,Sew,Sto	\$193.71	173770000-1	FD2 Water/Sewer Bill - 3770 Shoreline Dr (09/26/25-10/28/25)
E 205-42281-4030		Light Truck Maint & Repair	\$807.09	173770000-1	FD Vehicle Maint-G/Y Eagle Enforcer Tires
E 205-42281-2120		Motor Fuels	\$186.70	173770000-1	FD-Unleaded Fuel (84.1 gal/\$2.22)
E 205-42281-2120		Motor Fuels	\$375.36	173770000-1	FD-Dieslel Fuel (138 gal/\$2.72)
		Total	\$1,562.86		
71638	11/07/25	ECM PUBLISHERS, INC.			
E 101-43050-3500		Printing Expense	\$299.14	11/02/25	Newspaper Ad-Job Positng PW 2
		Total	\$299.14		
71639	11/07/25	FAUL PSYCHOLOGICAL			
E 205-42281-3050		Physicals / Other Medical	\$665.00	2546	Pre-Employment Psych Screening
		Total	\$665.00		
71640	11/07/25	FIRE SAFETY USA, INC.			
E 205-42281-4035		Heavy Truck Maint & Rep	\$176.90	208082	FD- Engine 21; Ladder Boot
		Total	\$176.90		
71641	11/07/25	FIRSTNET (AT&T)			
E 205-42281-3225		Truck Communication Ser	\$503.68	X11032025	FD WIRELESS SERVICES (9/26/25-10/25/25)
E 101-41942-3210		Telephone	\$89.84	X11032025	PW WIRELESS SERVICES (9/26/25-10/25/25)
E 601-49400-2270		Utility Maint Supplies	\$38.23	X11032025	WTR WIRELESS SERVICES (9/26/25-10/25/25)
		Total	\$631.75		
71642	11/07/25	GOPHER STATE ONE CALL			
E 601-49400-3855		Gopher One Locates Expe	\$71.55	510058	Oct 2025 Locates
		Total	\$71.55		
71643	11/07/25	HAWKINS INC			
E 601-49400-2160		Chemicals and Chem Pro	\$4,636.03	724431	Water Chemicals - 242 Gal
		Total	\$4,636.03		
71644	11/07/25	HENNEPIN CTY INFO. TECH. DEPT			
E 101-41942-3235		Cty 800mhz Radio Admin	\$87.39	1000255012	PW Radio Fees-Oct 2025
E 205-42281-3285		Radio Lease	\$4,344.66	1000255051	FD Radio Lease Fees-Oct 2025
E 205-42281-3235		Cty 800mhz Radio Admin	\$1,471.50	1000255051	FD Radio Fees-Oct 2025
		Total	\$5,903.55		
71645	11/07/25	HP Minnesota 1 LLC			
E 601-49400-4320		Utility Overpmts/Uncollect	\$59.08	809-02-2	Refund utility overpayment, Act 01-00000809-02-2
		Total	\$59.08		
71646	11/07/25	INTL ASSOC OF FIRE CHIEFS (IAFC)			
E 205-42280-4330		Dues and Subscriptions	\$293.75	309383	IAFC Membership and Great Lakes Dues
		Total	\$293.75		
71647	11/07/25	JEFFERSON FIRE & SAFETY INC			



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Checks 71629-71679

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42281-2160		Chemicals and Chem Pro	\$1,950.00	INV333189	FD Foam 5 Gallon Pail (x12)
		Total	\$1,950.00		
71648	11/07/25	Kirvida Fire, Inc.			
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	102325	FD Engine #11-Toyne Pumper; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	(\$375.00)	102325	FD Engine #11-Toyne Pumper; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	13715	FD Engine #22-Spartan; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	(\$375.00)	13715	FD Engine #22-Spartan; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	13716	FD Engine #21-Pierce Pumper; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	(\$375.00)	13716	FD Engine #21-Pierce Pumper; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	13717	FD Ladder #1-Pierce; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	(\$375.00)	13717	FD Ladder #1-Pierce; Annual Pump Test
		Total	\$0.00		
71649	11/07/25	LANO EQUIPMENT OF LORETTO			
E 101-43000-2210		Equipment Parts	\$389.68	03-1195204	PW Tool Cat Rear Window Replacement
		Total	\$389.68		
71650	11/07/25	MACQUEEN			
E 205-42281-4035		Heavy Truck Maint & Rep	\$985.00	P57415	FD Ladder 24'
		Total	\$985.00		
71651	11/07/25	MEDIACOM			
E 205-42282-3275		Internet Access (Mediaco	\$547.86	900000051-1	FD1 Phone/ Internet Services - (11/7/25-12/6/25)
E 205-42286-3275		Internet Access (Mediaco	\$441.09	900000051-1	FD2 Phone/ Internet Services - (11/8/25-12/7/25)
		Total	\$988.95		
71652	11/07/25	Metro West Inspection Svcs Inc			
E 101-42400-3035		Bldg Inspection - Subcontr	\$3,573.86	4790	Oct 2025 Permits
		Total	\$3,573.86		
71653	11/07/25	METROPOLITAN COUNCIL			
E 602-49450-3100		MCES Sewer Treatment	\$29,268.77	1196409	Waste Water Services - Dec 2025
		Total	\$29,268.77		
71654	11/07/25	MILOW ELECTRIC, INC			
E 420-43121-3000		Professional Svcs	\$1,631.04	41471	Electrical Repairs caused by the PMP Lindawood Project
		Total	\$1,631.04		
71655	11/07/25	NCS (NEW CENTURY SERVICE)			
E 205-42283-5000		Capital Outlay	\$51,991.88	NC99315	FD1 Down Payment for the Replacement of 5 RTU Units
		Total	\$51,991.88		
71656	11/07/25	PERFORMANCE PLUS LLC			
E 205-42281-3050		Physicals / Other Medical	\$394.00	101348	FD Medical Exams, Drug Test, & Mask Fit - J. MacDonald
E 205-42281-3050		Physicals / Other Medical	\$6,133.00	101354	FD Medical Exam (x26) ,PSA (x17), & Mask Fit (x29)
E 205-42281-3050		Physicals / Other Medical	\$248.00	101365	FD Medical Exams, PSA, & Mask Fit - M. Smiley
E 205-42281-3050		Physicals / Other Medical	\$248.00	101374	FD Medical Exams, PSA, & Mask Fit - R. Loosbrock



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Checks 71629-71679

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$7,023.00		
71657	11/07/25	PLUNKETT'S PEST CONTROL			
E 205-42282-2230		Bldg & Grnds Maint Suppli	\$219.22	10198118	FD Rodent Control Program
Total			\$219.22		
71658	11/07/25	PRECISION DRIVING CENTER			
E 205-42282-4010		Bldg Maint & Repairs	\$997.92	1351	FD1 PLUMBING REPAIRS
Total			\$997.92		
71659	11/07/25	Premium Waters, Inc.			
E 101-41500-4145		Bottled Water Service	\$4.38	311131577	Bottled Water - Oct 2025
Total			\$4.38		
71661	11/07/25	RITEWAY BUSINESS FORMS			
E 101-41500-2030		Printed Forms	\$219.52	25-85182	Year End Tax Forms (W2's/1099's)
Total			\$219.52		
71662	11/07/25	TIMESAVER OFF SITE			
E 101-41500-3000		Professional Srvs	\$253.00	31297	10/21/25 City Council Meeting Minutes
E 101-41500-3000		Professional Srvs	\$172.00	31298	10/21/25 City Council Work Session Meeting Minutes
Total			\$425.00		
71663	11/07/25	WRIGHT-HENNEPIN SECURITY			
E 101-41940-3000		Professional Srvs	\$62.90	15016899239	Nov 2025 Security - 450 Virginia
E 101-41942-3000		Professional Srvs	\$205.40	15016899239	Nov 2025 Security w/Inspection - 2145 Daniels
E 205-42286-3000		Professional Srvs	\$62.90	15016899239	Nov 2025 Security - 3770 Shoreline Dr
E 205-42282-3000		Professional Srvs	\$62.90	15016899239	Nov 2025 Security - 340 Willow Dr
Total			\$394.10		
71665	11/07/25	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$57.04	950461807	Steet Lights - 2129 W Wayzata Blvd
E 101-43100-3815		Street Lighting Maint/Elect	\$206.89	950461807	Steet Lights - 1758 W Wayzata Blvd
Total			\$263.93		
71666	11/07/25	Z SYSTEMS, INC			
E 101-41110-4040		Equip Maint & Repairs	\$826.78	86775	Repair the Council Chambers Audio Feed
Total			\$826.78		
71667	11/07/25	ASPHALT SURFACE TECH CO			
E 420-43121-4085		Pvmt Mgmt - Reconstructi	\$171,244.23	026981-000	2025 PMP (Lindawood); Final Pay Voucher #1
E 420-43121-4085		Pvmt Mgmt - Reconstructi	(\$171,244.23)	026981-000	2025 PMP (Lindawood); Final Pay Voucher #1
Total			\$0.00		
71668	11/12/25	ALEX AIR APPARATUS 2, LLC			
E 205-42281-4040		Equip Maint & Repairs	\$975.89	10214	FD2 Annual Compressor Service/Air Quality Test
E 205-42281-4040		Equip Maint & Repairs	\$1,044.91	110525	FD1 Annual Compressor Service/Air Quality Test
Total			\$2,020.80		
71669	11/12/25	CUSTOMIZED FIRE RESCUE TRAININ			



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Checks 71629-71679

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 205-42281-3080		Training	\$1,835.00	3102	FD NFPA 1001/1072 Training (170Hour Course) - Simone Warner
		Total	\$1,835.00		
71670	11/12/25	ECM PUBLISHERS, INC.			
E 101-43050-3500		Printing Expense	\$280.03	1073366	Newspaper Ad-Job Positng PW
		Total	\$280.03		
71671	11/12/25	FERGUSON WATERWORKS			
E 601-49400-3090		Software Support	\$2,448.00	0557463	Neptune 360 AMR 501-1000 (816 Meters) Annual Fee
E 601-49400-3090		Software Support	\$675.00	0557463	Neptune 360 Annual Service Fee
		Total	\$3,123.00		
71672	11/12/25	FISCHER MINING, LLC			
E 101-43100-2245		Sand / Salt Plowing Materi	\$1,022.42	181953	Fill Sand for Streets
		Total	\$1,022.42		
71673	11/12/25	Kirvida Fire, Inc.			
E 205-42281-4035		Heavy Truck Maint & Rep	(\$30.04)	111025	Vendor Credit
E 205-42281-4035		Heavy Truck Maint & Rep	(\$521.64)	13636-	FD Engine #11 -Toyne Pumper; Replace front suction drain valve, Install auto drain front bumper, Etc
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	13714	FD Engine #11-Toyne Pumper; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	13715-	FD Engine #22-Spartan; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	13716-	FD Engine #21-Pierce Pumper; Annual Pump Test
E 205-42281-4035		Heavy Truck Maint & Rep	\$375.00	13717-	FD Ladder #1-Pierce; Annual Pump Test
		Total	\$948.32		
71674	11/12/25	MITCHELL NEUBAUER			
E 205-42280-2175		Fire Prevention Materials	\$131.24	101325	Expense Reimb-Fire Open House Gift Baskets
		Total	\$131.24		
71675	11/12/25	SUTTONS ADVANCED CLEANING SRV			
E 101-41940-3840		Custodial & Waste Remov	\$290.00	7862	CH Cleaning Services - Nov 2025
E 205-42282-3840		Custodial & Waste Remov	\$619.67	7863	FD1 Cleaning Services - Nov 2025
E 205-42286-3840		Custodial & Waste Remov	\$292.50	7864	FD2 Cleaning Services - Nov 2025
		Total	\$1,202.17		
71676	11/12/25	WASTE MANAGEMENT			
E 604-43200-3890		Res Curb Recycling	\$3,698.83	8168784-159	Residential Recycling Services-Nov 2025
E 604-43200-3895		Res Organic Recycling	\$2,478.74	8168784-159	Organics Recycling Services-Nov 2025
		Total	\$6,177.57		
71677	11/12/25	XCEL ENERGY			
E 101-43100-3815		Street Lighting Maint/Elect	\$1,998.17	951486552	Street Lights - Act #5156925594 (10/03/25-11/02/25)
		Total	\$1,998.17		
71678	11/12/25	XCEL ENERGY			
E 101-41940-3810		Electricity Expense	\$195.64	951580501	Steet Lights (09/22/25-10/21/25) - City Hall
E 205-42282-3810		Electricity Expense	\$966.20	951580501	Steet Lights (09/22/25-10/21/25) - FD1
E 205-42286-3810		Electricity Expense	\$364.43	951580501	Steet Lights (09/22/25-10/21/25) - FD2



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Checks 71629-71679

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41942-3810		Electricity Expense	\$793.73	951580501	Steet Lights (09/22/25-10/21/25) - PW
E 101-43100-3815		Street Lighting Maint/Elect	\$280.43	951580501	Steet Lights (09/22/25-10/21/25) - Street Lights
E 101-45200-3810		Electricity Expense	\$308.66	951580501	Steet Lights (09/22/25-10/21/25) - Parks
E 601-49400-3810		Electricity Expense	\$2,826.72	951580501	Steet Lights (09/22/25-10/21/25) - Wtr
E 602-49450-3810		Electricity Expense	\$421.14	951580501	Steet Lights (09/22/25-10/21/25) - SWR
Total			\$6,156.95		

71679	11/12/25	ASPHALT SURFACE TECH CO			
E 420-43121-4085		Pvmt Mgmt - Reconstructi	\$173,215.93	026981-000-	2025 PMP (Lindawood); Final Pay Voucher #1
Total			\$173,215.93		
10100			\$328,157.68		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$24,290.73
205 FIRE DEPARTMENT	\$82,284.62
420 PAVEMENT MGMT IMPROVEMENT FUND	\$174,846.97
601 WATER FUND	\$10,796.74
602 SANITARY SEWER FUND	\$29,761.05
604 RECYCLING FUND	\$6,177.57
	\$328,157.68



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Checks 3305-3307,3311-3312

Name		Check Date	Check Amt	
10100 GENERAL FUND CASH				
3305e	USBANK CREDIT CARD	10/25/2025	\$3,622.26	Oct Credit Card Purchases
3306e	POSTALIA	11/3/2025	\$500.00	Postage-Nov 2025
3307e	PSN UTILITY ONLINE BILLING	11/7/2025	\$319.60	BILL PAY FEE - Oct 2025
3311e	NAPA Auto Parts	11/10/2025	\$21.67	Oct Napa Purchases
3312e	MN DEPT OF REVENUE	11/10/2025	\$608.00	Oct 2025 Sales Tax
Total Checks			\$5,071.53	



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Checks 3305-3307,3311-3312

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 GENERAL FUND CASH					
3305 e	10/25/25	USBANK CREDIT CARD			
E 602-49450-2210		Equipment Parts	\$43.76	102725	PW-Napa; Oil for Watertown Rd LS
E 101-45200-4040		Equip Maint & Repairs	\$42.08	102725	PW-Amazon; Basketball Net
E 101-43100-2240		Street Maint Materials	\$107.31	102725	PW-Home Depot; Mailbox Post Replacement Due to Snow Plow Damage
E 101-41942-2230		Bldg & Grnds Maint Suppli	\$43.11	102725	PW-Napa; Shop Alarm Battery Backup
E 101-45200-2150		Shop Supplies	\$32.63	102725	PW-Ace; Nuts and Bolts for Parks
E 101-45200-2150		Shop Supplies	\$10.99	102725	PW-Ace; Park Bench Supplies
E 101-43050-4170		Uniforms	\$60.38	102725	PW-Amazon; Workboats for Sean Diercks
E 101-43000-2120		Motor Fuels	\$70.00	102725	PW-Speedway; Skid Loader Fuel
E 101-43050-4170		Uniforms	\$200.45	102725	PW-Amazon; Workboats for w/Safety Toe Mike Decker
E 601-49400-3220		Postage	\$11.50	102725	PW-USPS: Postage for Fluoride
E 101-43100-2240		Street Maint Materials	\$122.16	102725	PW-Menards; Grease and Replacement Chains
E 205-42280-2010		Office Supplies	\$99.79	102725	FD-Amazon; Ink Cartridge and Trash Bags
E 205-42280-2010		Office Supplies	\$16.98	102725	FD-Amazon; Index Cards and Magnifying Glass
E 205-42281-4030		Light Truck Maint & Repair	\$57.77	102725	FD-Youngsteds; Car Wash
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$96.36	102725	FD-Cub; EMT Refresher
E 205-42280-4450		Food & Beverage (Mtgs/Tr	\$139.59	102725	FD-Carbones; Post Fire Pizza
E 205-42280-2080		Training and Education	\$299.70	102725	FD-Spikes; Bale of Straw for Training
E 205-42281-4035		Heavy Truck Maint & Rep	\$280.89	102725	FD-Trailer Hitch and Floor Mats
E 205-42280-2010		Office Supplies	\$89.99	102725	FD-Amazon; Ink Cartridge
E 205-42282-3840		Custodial & Waste Remov	\$49.99	102725	FD-Amazon; Trash Bags
E 205-42280-2175		Fire Prevention Materials	\$246.91	102725	FD-Target; Open House Prizes
E 205-42280-2175		Fire Prevention Materials	\$135.65	102725	FD-Target; Open House Prizes
E 205-42280-2175		Fire Prevention Materials	\$258.26	102725	FD-Costco; Food for Open House
E 205-42281-4030		Light Truck Maint & Repair	\$204.10	102725	FD-Chevy Davis Motors; Chevy Tahoe Door Latch Repair
E 205-42280-4330		Dues and Subscriptions	\$14.99	102725	FD-Amazon; Prime
E 205-42286-3840		Custodial & Waste Remov	\$75.70	102725	FD-Amazon; Paper Towels
E 205-42280-2010		Office Supplies	\$24.56	102725	FD-Amazon; Paper Cutter
E 205-42286-3840		Custodial & Waste Remov	\$9.99	102725	FD-Amazon; Sponge
E 205-42280-2010		Office Supplies	\$24.98	102725	FD-Amazon; Extension Cords
E 205-42286-3840		Custodial & Waste Remov	\$31.68	102725	FD-Amazon; TP
E 205-42286-3840		Custodial & Waste Remov	\$55.49	102725	FD-Amazon; TP
E 205-42280-3350		Conference/Meetings	\$123.79	102725	FD-Tobies; Conf Meals
E 205-42281-2120		Motor Fuels	\$47.66	102725	FD-Lucky Seven General Store; Fuel
E 205-42280-3090		Software Support	\$10.83	102725	FD-Microsoft; 365
E 205-42280-3350		Conference/Meetings	\$10.00	102725	FD-Duluth Entertainment; Parking
E 205-42286-3840		Custodial & Waste Remov	\$52.48	102725	FD-Amazon; Trash Bags
E 205-42282-3840		Custodial & Waste Remov	\$9.96	102725	FD-Amazon; Trash Bags
E 205-42286-3840		Custodial & Waste Remov	\$37.85	102725	FD-Amazon; Paper Towels
E 101-41500-3090		Software Support	\$144.00	102725	CH-Google; Company Emails
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$70.40	102725	CH-Carbones; Extended Work Session Dinner
E 101-41500-4450		Food & Beverage (Mtgs/Tr	\$59.84	102725	CH-Red Rooster; Extended Work Session Dinner
E 101-41500-3090		Software Support	\$15.00	102725	CH-Canva
E 101-41940-3210		Telephone	\$62.00	102725	CH-Nextivia VOIP Phone Service
E 101-41942-3210		Telephone	\$20.71	102725	PW-Nextivia VOIP Phone Service



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Checks 3305-3307,3311-3312

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,622.26		
3306 e	11/03/25	POSTALIA			
E 601-49400-3220		Postage	\$250.00		Postage-Nov 2025
E 602-49450-3220		Postage	\$250.00		Postage-Nov 2025
Total			\$500.00		
3307 e	11/07/25	PSN UTILITY ONLINE BILLING			
E 601-49400-3090		Software Support	\$159.80	317697	BILL PAY FEE - Oct 2025
E 602-49450-3090		Software Support	\$159.80	317697	BILL PAY FEE - Oct 2025
Total			\$319.60		
3311 e	11/10/25	NAPA Auto Parts			
E 205-42281-2150		Shop Supplies	\$6.92	231655	FD-Ubolt
E 205-42281-2150		Shop Supplies	\$14.75	635789	FD-Ubolt and Syringe
Total			\$21.67		
3312 e	11/10/25	MN DEPT OF REVENUE			
G 601-20801		Sales Tax Payable	\$608.00	8023514-102	Oct 2025 Sales Tax
Total			\$608.00		
10100			\$5,071.53		

Fund Summary

10100 GENERAL FUND CASH

101 GENERAL FUND	\$1,061.06
205 FIRE DEPARTMENT	\$2,527.61
601 WATER FUND	\$1,029.30
602 SANITARY SEWER FUND	\$453.56
	\$5,071.53



LONG LAKE, MN

11/07/25 Section 5D.

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Payroll Summary

Pay Group: 02 Fire Department

Check Date: 11/10/2025 per. 11

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medi-care	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000153 ADAMS, CHRISTOPHER D.	481.80	481.80	481.80		5.49		29.87	6.99						439.45
000000216 BERBIG, ZACHARY P.	595.90	595.90	595.90				36.95	8.64						550.31
000000291 BROWN, JOHN	290.16	290.16	290.16				17.99	4.21						267.96
000000302 BURKE, JEREMY	209.56	209.56	209.56				12.99	3.04						193.53
000000154 COTTON, PATRICK J.	498.64	498.64	498.64				30.92	7.23						460.49
000000259 DAVIS, THOMAS	233.20	233.20	233.20				14.46	3.38						215.36
000000093 FARLEY, COLE	1,282.28	1,282.28	1,282.28	74.89	4.85		79.50	18.59						1,104.45
000000274 FAUE, JESSE	290.16	290.16	290.16				17.99	4.21						267.96
000000233 FRANK, BRYAN	506.88	506.88	506.88		6.83		31.43	7.35						461.27
000000049 GOMAN, DAVID	410.16	410.16	410.16				25.43	5.95						378.78
000000177 GONSIOR, RYAN J.	1,148.92	1,148.92	1,148.92	61.56			71.23	16.66						999.47
000000229 GRADY, JOSHUA	177.32	177.32	177.32				10.99	2.57						163.76
000000293 GREGG, AIDAN	241.80	241.80	241.80				14.99	3.51						223.30
000000278 HAYDEN, ADAM	1,268.14	1,268.14	1,268.14	73.48	4.09		78.62	18.39						1,093.56
000000226 HOSTER, RYAN	767.03	767.03	767.03				47.56	11.12						708.35
000000301 IMS, GRAM	419.12	419.12	419.12		2.14		25.98	6.08						384.92
000000270 JOHNSRUD, MICHAEL	724.20	724.20	724.20	359.92	118.46		44.90	10.50						190.42
000000180 KANIVE, RYAN J.	128.96	128.96	128.96				8.00	1.87						119.09
000000112 KRAHL, JEFFREY C.	520.14	520.14	520.14				32.25	7.54						480.35
000000248 KULSETH, MATT	643.52	643.52	643.52	11.02	14.14		39.90	9.33						569.13
000000253 LOOSBROCK, RICHARD	659.12	659.12	659.12				40.86	9.56						608.70
000000290 MCCAHERTY, ALEX	386.88	386.88	386.88				23.99	5.61						357.28
000000275 MORSE, PAUL	1,878.28	1,878.28	1,878.28	141.52	36.73		116.45	27.24						1,556.34
000000296 NEUBAUER, MITCHELL	346.58	346.58	346.58				21.49	5.03						320.06
000000223 PASZKIEWICZ, JOHN	209.28	209.28	209.28				12.98	3.03						193.27
000000277 REWERTS, ANTHONY	1,941.42	1,941.42	1,941.42	149.10	40.11		120.37	28.15						1,603.69
000000241 RHEA, CHRISTOPHER	354.64	354.64	354.64				21.99	5.14						327.51
000000232 RIOUX, SHAUN	64.48	64.48	64.48				4.00	0.93						59.55
000000190 ROTHSTEIN, DAVID J.	225.68	225.68	225.68				13.99	3.27						208.42
000000222 SMILEY, MATTHEW	709.10	709.10	709.10				43.96	10.28						654.86
000000212 SPINKS, SCOTT D.	1,204.96	1,204.96	1,204.96				74.71	17.47						1,112.78
000000276 STRAKA, AMANDA	1,573.48	1,573.48	1,573.48	114.85	20.43		97.56	22.82						1,317.82
000000282 SWEARINGEN, LANCE	257.92	257.92	257.92				15.99	3.74						238.19
000000280 VASINA, VERONICA	480.68	480.68	480.68		5.43		29.80	6.97						438.48



LONG LAKE, MN

11/07/25 Section 5D.

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Payroll Summary

Pay Group: 02 Fire Department

Check Date: 11/10/2025 per. 11

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Sheltered	Tax Voluntary	Tips	Reimb.	Net
000000240 VEACH, BENJAMIN	439.54	439.54	439.54				27.25	6.37						405.92
000000297 WARNER, SIMONE	500.16	500.16	500.16		6.47		31.01	7.25						455.43
000000118 WOYCHICK, TED J.	782.93	782.93	782.93	60.00	25.00		48.54	11.35						638.04

941 Deposit

Federal Tax	\$1,046.34
Medicare	\$662.74
Social Security	\$2,833.78
Advanced EIC	None
Total Deposit	\$4,542.86

Pay Summary

Gross	22,853.02
Federal Gross	22,853.02
State Gross	22,853.02
FICA Gross	22,853.02

Tax Summary

Federal Tax	1,046.34
State Tax	290.17
Local Tax	
FICA Ded/Ben	1,416.89
Medicare Ded/Ben	331.37

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	19,768.25



LONG LAKE, MN

11/07/25 Section 5D.

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Payroll Summary

Pay Group: 06 City Council
Check Date: 11/10/2025 per. 11

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000219 DYVIK, JAHN	250.00	250.00	250.00				15.50	3.63						230.87
000000264 FELDMANN, MICHAEL	250.00	250.00	250.00				15.50	3.63						230.87
000000247 KVALE, DEIRDRE	250.00	250.00	250.00				15.50	3.63						230.87
000000246 MINER, CHARLES	300.00	300.00	300.00				18.60	4.35						277.05
000000299 NEWCOMER, TODD	250.00	250.00	250.00				15.50	3.63						230.87

941 Deposit

Federal Tax	None
Medicare	\$37.74
Social Security	\$161.20
Advanced EIC	None
Total Deposit	\$198.94

Pay Summary

Gross	1,300.00
Federal Gross	1,300.00
State Gross	1,300.00
FICA Gross	1,300.00

Tax Summary

Federal Tax	
State Tax	
Local Tax	
FICA Ded/Ben	80.60
Medicare Ded/Ben	18.87

Others

Retirement	
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	0.00
Net	1,200.53



LONG LAKE, MN

11/10/25 Section 5D.

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Payroll Summary

Pay Group: 01 Bi-Weekly

Check Date: 11/13/2025 per. 23

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000287 DECKER JR, MICHAEL	2,526.48	2,363.56	2,363.56	230.22	130.66		156.64	36.63	162.92		0.74			1,808.67
000000243 DIERCKS, SEAN	4,066.05	3,801.76	3,801.76	586.62	228.46		252.10	58.96	264.29					2,675.62
000000286 HEILAND, MICHAEL	5,083.13	4,556.51	4,556.51	466.51	245.89			73.71	526.62					3,770.40
000000292 MACKEY, NOAH	5,089.96	4,925.63	4,925.63	768.57	311.55		315.58	73.80	164.33					3,456.13
000000091 MOELLER, JEANETTE	3,292.45	2,906.11	2,906.11	231.62	120.06		193.45	45.24	214.01	172.33				2,315.74
000000252 NOWEZKI, AMANDA	4,036.59	3,635.19	3,635.19	543.16	217.13		249.64	58.38	391.20	10.20	16.88			2,550.00

941 Deposit

Federal Tax	\$2,826.70
Medicare	\$693.44
Social Security	\$2,334.82
Advanced EIC	None
Total Deposit	\$5,854.96

Pay Summary

Gross	24,094.66
Federal Gross	22,188.76
State Gross	22,188.76
FICA Gross	18,829.00

Tax Summary

Federal Tax	2,826.70	
State Tax	1,253.75	
Local Tax		
FICA Ded/Ben	1,167.41	1,167.41
Medicare Ded/Ben	346.72	346.72

Others

Retirement	1,723.37
Tax-Sheltered	182.53
Voluntary	17.62
Tips	0.00
Reimbursement	0.00
Net	16,576.56



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / November 18, 2025

SUBJECT: Approve the 2026 Shoreline Fire Department Operating Budget and Capital Improvement Plan

Prepared By: Amanda Nowezki, Interim City Administrator **Report Date:** 11/12/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve the 2026 Shoreline Fire Department Operating Budget and Capital Improvement Plan.

Overview / Background

Per section 15.5 of the Shoreline Fire Department Joint Powers Agreement (JPA), the Board must provide each Member City with a proposed operating budget and Capital Improvement Plan for approval no less than 45 days prior to the Operative Date of January 1, 2026. The Shoreline Fire Department Board approved this 2026 operating budget and capital improvement plan at their November 3, 2025 meeting.

Proposed Cost

Consistent with the terms outlined in the JPA, each Member City shall contribute an allocated share of the total operating budget and capital equipment expenses as established by the Board using the following equation: the Member City's property market valuation (one-third of allocation), population (one-third of allocation), and total number of calls (one-third of allocation). Based on this formula, the City of Long Lake's contribution to the Shoreline Fire Department would be 14.58%. In addition, Long Lake will receive \$50,000 annually from Orono for the first five years to be used towards Long Lake's capital contribution amount. Therefore, the City's share of the operating budget will be \$178,850, and their share of the capital expenditures will be \$19,254, for a total contribution amount of \$198,104 for 2026.

Supporting Information

- Shoreline Fire Department 2026 Budget
- Shoreline Fire Department 2026 Capital Improvement Plan

2026 BUDGET

SHORELINE FIRE DEPARTMENT

Shoreline Fire Department

2026 Annual Budget

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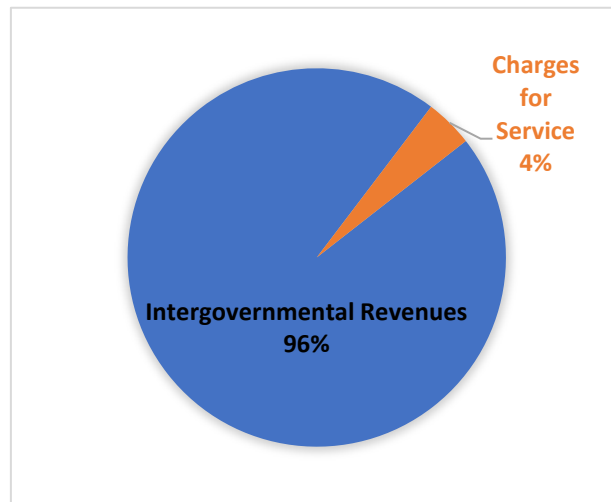
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**Shoreline Fire Department
2026 Operating Budget
Revenue by Category**

	<u>2026</u>
	<u>Budget</u>
Intergovernmental Revenues	1,246,630
Charges for Service	53,430
Operating Revenue Total	<u><u>1,300,060</u></u>



**Shoreline Fire Department
2026 Operating Budget
Revenue by Line Item Detail**

	<u>2026</u> <u>Budget</u>
<u>Intergovernmental Revenues</u>	
Training Grants	20,000
JPA Agreement - Orono	1,047,780
JPA Agreement - Long Lake	<u>178,850</u>
Total Intergovernmental Revenues	<u><u>1,246,630</u></u>
<u>Charges for Service</u>	
Building Rental Revenue	5,230
Contractual Agreement - Minnetonka Beach	<u>48,200</u>
Total Charges for Service	<u><u>53,430</u></u>
Operating Revenue Total	<u><u>1,300,060</u></u>

**Shoreline Fire Department
2026 Operating Budget
Expenditure By Category**

	<u>OFD 2025</u>	<u>LLFD 2025</u>	<u>Combined</u>	<u>2026</u>	<u>Dollar</u>	<u>%</u>
	<u>Budget</u>	<u>Budget</u>	<u>2025 Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Increase</u>
					<u>(Decrease)</u>	<u>(Decrease)</u>
Personal Services	667,800	426,262	1,094,062	862,900	(231,162)	-21.13%
Supplies & Maintenance	131,600	149,900	281,500	150,300	(131,200)	-46.61%
Insurances	10,000	9,750	19,750	11,400	(8,350)	-42.28%
Professional Services	107,000	74,500	181,500	70,000	(111,500)	-61.43%
Other Expenses	123,600	128,420	252,020	205,450	(46,570)	-18.48%
Operating Expenditure Total	1,040,000	788,832	1,828,832	1,300,050	(528,782)	-40.71%

PROGRAM DESCRIPTION & OBJECTIVES:

The Shoreline Fire Department provides fire suppression service for the City of Long Lake and the City of Orono. The department also responds to medical emergencies and fire code enforcement.

OPERATING COST ACTIVITIES:

- * Personal Services include the wages and employment taxes for the Fire Department.
Staff includes: Fire Chief, Deputy Chief, Fire Marshal, 12 Duty Crew (PT), 30-35 Paid On Call Firefighters
- * Supplies & Maintenance include the operating supplies and maintenance expenses on fire equipment and facilities.
- * Insurance Expenses includes general, liability, and auto insurance costs.
- * Professional Services includes auditing service, legal consulting, IT service, facilities service, medical for new firefighters.
- * Other Expenses includes utilities, software licensing, memberships and dues, training and development and other miscellaneous charges related to fire operations.

OPERATING BUDGET NET INCOME/(LOSS)**10****10****NA**

**Shoreline Fire Department
2026 Operating Budget
Expenditure by Line Item Detail**

	<u>OFD 2025</u> <u>Budget</u>	<u>LLFD 2025</u> <u>Budget</u>	<u>OFD & LLFD</u> <u>Combined</u> <u>2025 Budget</u>	<u>2026</u> <u>Budget</u>	Dollar Increase (Decrease)	% Increase (Decrease)
<u>Personal Services</u>						
Full-Time Employees Regular	139,950	116,000	255,950	296,400	40,450	15.80%
Part-Time Employees	300,000	0	300,000	200,200	(99,800)	-33.27%
Paid-On-Call Employees	100,000	215,262	315,262	154,600	(160,662)	-50.96%
PERA	77,900	21,500	99,400	87,900	(11,500)	-11.57%
FICA	7,850	15,000	22,850	19,100	(3,750)	-16.41%
Benefit Contribution	20,600	14,500	35,100	55,100	20,000	56.98%
Worker's Comp Insurance	21,500	44,000	65,500	49,600	(15,900)	-24.27%
Total Personal Services	667,800	426,262	1,094,062	862,900	(231,162)	-21.13%
<u>Supplies & Maintenance</u>						
Office supplies	2,000	1,000	3,000	1,000	(2,000)	-66.67%
Printed Forms & Paper	0	500	500	500	0	0.00%
Fire Prevention Materials	0	1,500	1,500	2,000	500	33.33%
IT Supplies	0	0	0	4,000	4,000	NA
Motor Fuels	10,000	15,300	25,300	15,500	(9,800)	-38.74%
Shop Supplies	2,000	2,200	4,200	2,000	(2,200)	-52.38%
Chemicals	1,600	1,500	3,100	0	(3,100)	-100.00%
Medical Supplies	4,000	3,800	7,800	6,500	(1,300)	-16.67%
Equipment Parts & Accessories	3,000	3,500	6,500	5,000	(1,500)	-23.08%
Bldg/Grounds Maintenance Supplies	2,000	1,250	3,250	2,500	(750)	-23.08%
Clothing & Personal Equipment	40,000	44,500	84,500	27,000	(57,500)	-68.05%
Training Supplies	2,000	900	2,900	2,000	(900)	-31.03%
Equipment Parts - SCBA and Small Tools	8,000	7,700	15,700	9,000	(6,700)	-42.68%
Repairs/Maint - Buildings	25,000	25,500	50,500	20,000	(30,500)	-60.40%
Repairs/Maint - Grounds	0	3,600	3,600	1,800	(1,800)	-50.00%
Repairs/Maint - Automotive Equipment	32,000	27,000	59,000	30,000	(29,000)	-49.15%
Repairs/Maint - Office Equipment	0	4,650	4,650	1,500	(3,150)	-67.74%
Repairs/Maint - Misc. Equipment	0	5,500	5,500	20,000	14,500	263.64%
Total Supplies & Maintenance	131,600	149,900	281,500	150,300	(131,200)	-46.61%
<u>Insurances</u>						
General Liability Insurance	6,800	9,500	16,300	8,000	(8,300)	-50.92%
Property Insurance	550	0	550	500	(50)	-9.09%
Automotive Insurance	1,050	0	1,050	900	(150)	-14.29%
Equipment Floaters Insurance	1,050	0	1,050	1,000	(50)	-4.76%
Umbrella Liability Insurance	550	0	550	500	(50)	-9.09%
Insurance Claims	0	250	250	500	250	100.00%
Total Insurances	10,000	9,750	19,750	11,400	(8,350)	-42.28%

**Shoreline Fire Department
2026 Operating Budget
Expenditure by Line Item Detail**

	<u>OFD 2025</u> <u>Budget</u>	<u>LLFD 2025</u> <u>Budget</u>	<u>OFD & LLFD</u> <u>Combined</u> <u>2025 Budget</u>	<u>2026</u> <u>Budget</u>	Dollar Increase (Decrease)	% Increase (Decrease)
<u>Professional Services</u>						
Auditing and Accounting Services	0	7,500	7,500	7,500	0	0.00%
Medical Fees	0	16,000	16,000	16,000	0	0.00%
Legal Consulting	2,000	2,500	4,500	2,500	(2,000)	-44.44%
Insurance Agent Fee	0	0	0	2,000	2,000	NA
Turn Out Gear Washing & Repair	30,000	0	30,000	15,000	(15,000)	-50.00%
IT Services	50,000	8,500	58,500	15,000	(43,500)	-74.36%
Facilities Services	0	16,000	16,000	2,000	(14,000)	-87.50%
Professional Services *	25,000	24,000	49,000	10,000	(39,000)	-79.59%
Total Professional Services	107,000	74,500	181,500	70,000	(111,500)	-61.43%
<u>Other Expenses</u>						
Telephone/Internet/Data	4,000	21,070	25,070	15,000	(10,070)	-40.17%
Travel Expenses	1,000	1,400	2,400	0	(2,400)	-100.00%
General Advertising	3,000	0	3,000	2,000	(1,000)	-33.33%
Printing & Publishing	5,000	0	5,000	3,500	(1,500)	-30.00%
Electric Utilities	18,000	17,000	35,000	17,000	(18,000)	-51.43%
City Utilities	2,500	5,400	7,900	9,000	1,100	13.92%
Gas Utilities	0	17,500	17,500	17,500	0	0.00%
Radio Rentals	40,000	28,700	68,700	40,000	(28,700)	-41.78%
Software Licensing	0	0	0	40,000	40,000	NA
Memberships and Dues	4,000	4,750	8,750	4,750	(4,000)	-45.71%
Training & Development	40,000	28,500	68,500	50,000	(18,500)	-27.01%
Meeting Expenses	1,000	1,500	2,500	1,500	(1,000)	-40.00%
Licenses & Taxes	100	100	200	200	0	0.00%
Miscellaneous Expenditures	5,000	2,500	7,500	5,000	(2,500)	-33.33%
Total Other Expenses	123,600	128,420	252,020	205,450	(46,570)	-18.48%
Operating Expenditure Total	1,040,000	788,832	1,828,832	1,300,050	(528,782)	-28.91%

*Note that LLFD Service to Orono is removed from OFD's operating budget (\$558,000), captured as part of LLFD's operating budget.

OPERATING BUDGET NET INCOME/(LOSS)

10

10

NA

**Shoreline Fire Department
2026 Capital Budget
Revenue By Category**

	<u>2026 Budget</u>
Intergovernmental Revenues	475,000
Other Financing Sources	150,000
Capital Revenue Total	<u>625,000</u>

**Shoreline Fire Department
2026 Capital Budget
Expenditure By Category**

	<u>2026 Budget</u>
Capital Outlay	612,600
Capital Expenditure Total	<u>612,600</u>
CAPITAL REVENUE OVER EXPENDITURE	<u>12,400</u>

**Shoreline Fire Department
2026 Capital Budget
Revenue by Line Item Detail**

	<u>2026 Budget</u>
<u>Intergovernmental Revenues</u>	
JPA Agreement - Orono	455,746
JPA Agreement - Long Lake	19,254
Total Intergovernmental Revenues	475,000
<u>Other Financing Sources</u>	
Sale of Assets	150,000
Total Other Financing Sources	150,000
Operating Revenue Total	625,000

**Shoreline Fire Department
2026 Capital Budget
Expenditure by Line Item Detail**

	<u>2026 Budget</u>
<u>Capital Outlay</u>	
Automotive	379,600
Other Equipment	233,000
Total Capital Outlay	612,600
CAPITAL REVENUE OVER EXPENDITURE	12,400

Shoreline Fire Department
Fire Contract Cost Allocation
2026 Budget

		Total	Orono		Long Lake	
Call Hours	Year	Calls	Calls	%	Calls	%
	2022	372	311	83.60%	61	16.40%
	2023	437	365	83.52%	72	16.48%
	2024	471	387	82.17%	84	17.83%
	Total	1,280	1,063	83.05%	217	16.95%
Estimated Market Value		Millions \$	Millions \$	%	Millions \$	%
		5,504.60	5,023.19	91.25%	481.41	8.75%
Population		Population	Population	%	Population	%
		10,227.00	8,382.00	81.96%	1,845.00	18.04%
Combined Allocation Factors	Weight Factor	Factor as %		%		%
	Call Hours	33%		27.68%		5.65%
	Estimated Market Value	33%		30.42%		2.92%
	Population	33%		27.32%		6.01%
Allocation %				85.42%		14.58%
Allocated Amounts						
Operating Budget		\$ 1,226,620	\$ 1,047,782	85.42%	\$ 178,838	14.58%
Capital Allocation		\$ 475,000	\$ 405,746	85.42%	\$ 69,254	14.58%
Total		\$ 1,701,620	\$ 1,453,528	85.42%	\$ 248,092	14.58%

Shoreline Fire Department
Wage Allocation
2026 Budget

<u>Department/Position Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Estimated Wage</u>
Fire Chief	65.00	2,080	135,200
Deputy Chief	55.00	2,080	114,400
Fire Marshal	45.00	1,040	46,800
 Duty Crew	 20.00	 7,592	 151,840
Fire Prevention Specialist	2.00	1,040	2,080
Fire Admin	2.00	1,040	2,080
Officer Pay	2.50	1,040	2,600
Training/Meeting Hours	20.00	2,080	41,600
 POC Fire Fighter Call Pay	 16.60	 3,000	 49,800
POC Fire Fighter Trng Pay	16.60	3,750	62,250
POC Fire Officer Pay			20,638
POC Duty Officer Pay	6.00	3,640	21,840
			-

Fire Equipment Capital Improvement Plan

Current Year		5-Year CIP					Planning Period				
Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Engine / Pumper Station1 (North)		235,000	195,000	195,000	195,000	195,000	195,000	195,000			
Medical / Brush/ Utility Station1 (North)											
Tanker Tender Station1 (North)									Order	500,000	
Engine / Pumper Station2 (Navarre)		Order				250,000	205,000	205,000	205,000	205,000	205,000
Medical / Brush / Utility Station2 (Navarre)	155,000	50,000	50,000	50,000	50,000	50,000					
Tanker Tender Station2 (Navarre)											
Chief's vehicle							Order	110,000			
Duty officer Vehicle								Order	110,000		
Fire Marchal/ Inspector									Order	110,000	
Deputy Chief Vehicle										Order	110,000
Pick up truck for support functions			Order	100,000							
Ladder Truck										Order	
Lake Minnetonka Boat			Order		175,000	150,000					
Zodiac with trailer											
Brush/Medical ATV on Trailer						Order	100,000				
Lake Minnetonka Dock			Order	12,500					Order	10,000	
Back up Engine	94,600	94,600	94,600	94,600							
Back up Engine											
Self Contained Breathing Apparatus	64,000					Order	300,000				
Turn Out Gear (10 sets per year)		53,000	54,325	55,683	57,075	58,502	59,965	61,464	63,000	64,575	66,190
Start up and Rebranding		180,000									
Total	313,600	612,600	393,925	507,783	477,075	703,502	859,965	571,464	378,000	889,575	381,190

Fire Capital Fund Summary

Current Year		5-Year CIP					Planning Period				
Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Expenditure											
Equipment CIP	313,600	612,600	393,925	507,783	477,075	703,502	859,965	571,464	378,000	889,575	381,190
Total Expenditure	313,600	612,600	393,925	507,783	477,075	703,502	859,965	571,464	378,000	889,575	381,190
Revenue											
Municipal Allocations (Equipment with 2% inflater)	411,000	475,000	484,500	494,190	504,074	514,155	524,438	534,927	545,626	556,538	567,669
Equipment Sales Merger		150,000									
Total Revenue	411,000	625,000	484,500	494,190	504,074	514,155	524,438	534,927	545,626	556,538	567,669
Change in Fund Balance	97,400	12,400	90,575	(13,593)	26,999	(189,347)	(335,526)	(36,537)	167,625	(333,037)	186,479
Ending Fund balance	0	12,400	102,975	89,382	116,380	(72,966)	(408,493)	(445,029)	(277,404)	(610,441)	(423,962)

Fire Facility Capital Improvement Plan

Current Year		5-Year CIP					Planning Period				
Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Facility Assessment	100,000	10,000									
AC Unit Replacement											
Roof Rehabilitation					800,000						
Carpet and Paint											85,000
Fiber to Willow Dr. Station		50,000									
Adjustments for Duty Crew		50,000									
Fiber to Navarre Station				70,000							
IT Access Points			15,000								
IT switch			8,500								
Total	100,000	110,000	23,500	70,000	800,000	0	0	0	0	0	85,000
Funding Source											
City of Orono	85,000	55,000	23,500	70,000	400,000	0	0	0	0	0	42,500
City of Long Lake	15,000	55,000	0	0	400,000	0	0	0	0	0	42,500
Total	100,000	110,000	23,500	70,000	800,000	0	0	0	0	0	85,000

*Facility Capital is provided for reference only and must be approved by each City Council.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / November 18, 2025

SUBJECT: Appointment of Park Board Chair and Secretary Officer Positions for 2025

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/13/2025

Recommended City Council Action

Staff recommends the following:

Motion to appoint Park Board member Erika Leachman as Chair, and member Mark Preissing as Secretary of the Park Board for the year 2025.

Overview / Background

At the January 7, 2025 organizational meeting, the City Council made appointments for various 2025 positions and liaisons. Two appointments that were not made at that meeting were the Park Board Chair and Secretary officer positions. These appointments were delayed to provide opportunity for the Board to meet in 2025 and discuss their recommendations.

The Park Board recently met on November 12 and voted to recommend having Park Board member Erika Leachman serve as Chair, and to appoint member Mark Preissing to act as Secretary for the year 2025.



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / November 18, 2025

SUBJECT: Approve Payment Request No. 1 (Final) for the 2025 Pavement Rehabilitation Project (Lindawood Lane)

Prepared By: Jeff Oliver PE, City Engineer
Rachel Scheu PE, Project Engineer

Report Date: 11/10/2025

Recommended City Council Action

Staff recommends the following:

Motion to approve Payment No. 1 (Final) to Asphalt Surface Technologies Corporation (ASTECH Corp.) in the amount of \$173,215.93 for the 2025 Pavement Rehabilitation Project.

Overview / Background

Staff recommends authorization of the final payment to ASTECH Corp. for the 2025 Pavement Rehabilitation Project. The improvement project included pavement reclamation and paving of Lindawood Lane, curb installation, minor storm sewer infrastructure installation, and other related work.

The original contract amount was \$206,563.51 and there were no Change Orders for the project.

The contractor has provided the following documentation, which are on file with the City:

- a) Contractor Affidavit
- b) IC-134's for all subcontractors and the prime contractor
- c) Lien Waivers from all subcontractors
- d) Consent of Surety to final payment
- e) Warranty/Maintenance Bond with a two-year term

Please Note: This item was originally scheduled for approval at the Council's November 3 meeting; however, a driveway drainage issue at 250 Lindawood Lane was raised during Council discussion, and action on the payment request was tabled to allow for staff to research the issue and confirm the contractor performed the work to project specifications. *The attached email from WSB Engineer Rachel Scheu provides a clear response and confirms the driveway's drainage concern is not the result of the contractor's work.*

Supporting Information

- Email from WSB Engineer Rachel Scheu addressing driveway conditions at 250 Lindawood Lane
- Letter from City Engineer Jeff Oliver dated October 28, 2025
- Pay Voucher No. 1 (Final) from ASTECH Corp.



Jeanette Moeller <jmoeller@longlakemn.gov>

Pay Request Tabled - More Information Needed

Rachel Scheu <rscheu@wsbeng.com>

Tue, Nov 4, 2025 at 12:44 PM

To: Jeanette Moeller <jmoeller@longlakemn.gov>, Jeff Oliver <joliver@wsbeng.com>

Cc: Sean Diercks <sdiercks@longlakemn.gov>, Amanda Nowezki <anowezki@longlakemn.gov>, "lanceastech@yahoo.com" <lanceastech@yahoo.com>

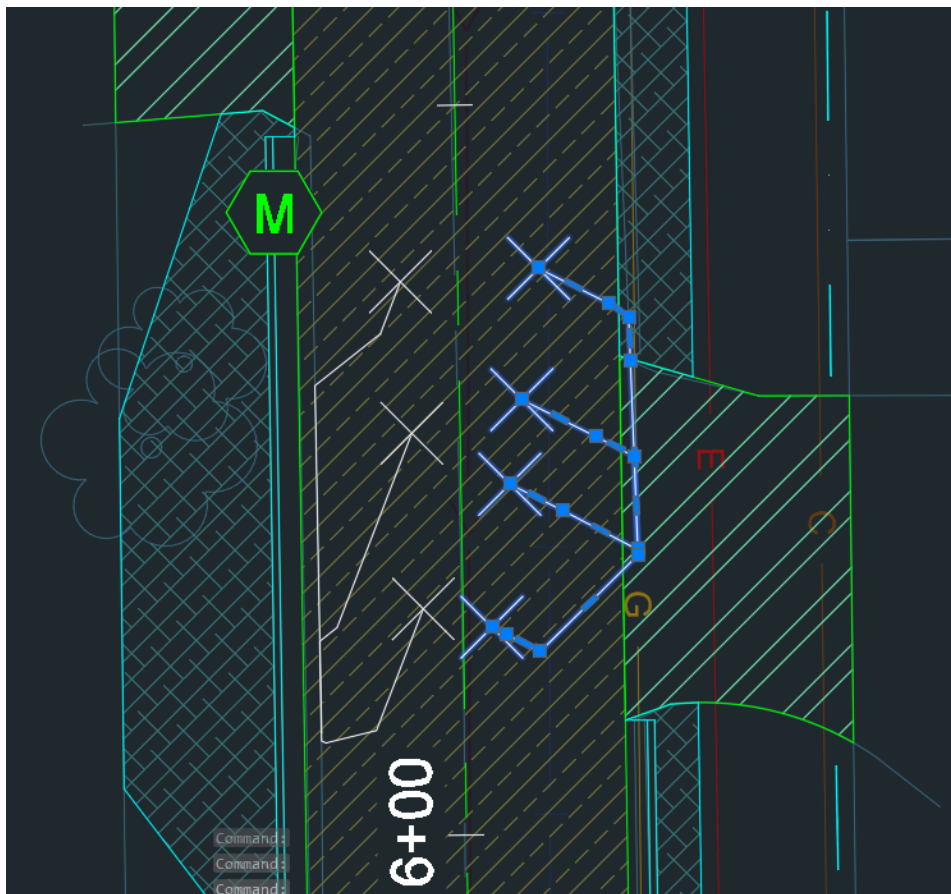
Hi Jeannette,

Thank you for keeping us informed.

To summarize, the contractor working with the resident paved the driveway incorrectly. At the end of September, Lance and I met on site with the builder and driveway paving contractor to review the drainage concerns. We found that the driveway had been paved with an inverted slope, and the swale was improperly graded—resulting in water draining back toward the driveway. Please see the attached email I sent to Sean in September, which includes photos and a more detailed explanation of the site conditions.

During the home's construction, Jeff had been in communication with the builder and requested that the driveway tie-in to the street be postponed until after the street was paved. However, the driveway was paved late last year. Jeff then asked the builder to provide survey shots of the new driveway elevations to confirm compatibility with our design, but those were never provided.

Also, I reviewed the existing surface that was shot by our survey crew prior to the driveway going in, and it confirms that the existing roadway had settled and caused a low point on the east side of the road, at the location where they installed the driveway. The driveway was paved to tie-in to the existing road, so the drainage issue and water settling here was an existing issue and not caused by our project. See the screenshot below showing the existing drainage flow from the X to the center of the driveway prior to our street project.



WSB's design, as constructed by ASTECH, lowered the elevation of the road at the driveway tie-in, which would have allowed for proper drainage and grade- had the driveway been paved correctly. To avoid impacting a newly paved driveway, ASTECH matched the existing elevation during street improvements, as marked by the inspector.

At the end of September, I followed up with the builder to clarify that any corrective work to resolve the drainage issue is the responsibility of the builder and Asphalt Experts and should be coordinated directly with the residents. I have not received any response or follow-up since.

To resolve the issue, the driveway will need to be patched to direct drainage across it and into the swale on the south side. Additionally, the swale must be regraded to prevent water from being obstructed by topsoil and turf.

If this work is to be completed this year, paving must occur this week before cold temperatures halt paving operations until next season.

Please review and let us know if you have any questions.

Thank you,

Rachel Scheu
Professional Engineer I



612.219.8206 (o)
-
701 Xenia Avenue S, Suite 300
Minneapolis, MN 55416
wsbeng.com

For a list of WSB employee licenses and certifications visit [here](#).

This email, and any files transmitted with it, is confidential and is intended solely for the use of the addressee. If you are not the addressee, please delete this email from your system. Any use of this email by unintended recipients is strictly prohibited. WSB does not accept liability for any errors or omissions which arise as a result of electronic transmission. If verification is required, please request a hard copy.

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EXTERNAL EMAIL

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Jeanette Moeller, City Clerk

City of Long Lake

Email / jmoeller@longlakemn.gov

Ph / 952.473.6961 x1

This message is intended only for the recipient to whom it is addressed, and may contain information which is privileged and confidential within the meaning of applicable law. If you're not the intended recipient, please contact the sender as soon as possible. Any views or opinions presented are solely those of the author and do not necessarily represent those of the City of Long Lake or its affiliates.



October 28, 2025

Ms. Amanda Nowezki
Interim City Administrator
City of Long Lake
450 Virginia Avenue
Long Lake, MN 55356

Re: 2025 Pavement Rehabilitation Project
WSB Project No. 026981-000

Dear Ms. Nowezki:

Please find enclosed with this letter Final Pay Voucher 1 for the above-mentioned project in the amount of \$173,215.93. The final payment represents the final quantities and release of the remaining retainage for the construction contract. The final quantities have been reviewed and agreed upon by the contractor and WSB. Following processing, please keep one copy of the documents for the City's records and return two copies to our office. One of the copies will be forwarded to the contractor and the second will be placed in our files.

Also enclosed with this letter is the following documentation required for closure of the project.

- Final Lien Waivers from ASTECH Corp. and its sub-contractors.
- Certified IC-134's from ASTECH Corp. and its sub-contractors demonstrating withholding of required State income taxes.
- Consent from Surety to Final Payment certification.
- A two (2) year Maintenance Bond
- A Contractor Affidavit certifying that all of ASTECH Corp.'s costs for the project are paid in full.

The final payment for the City of Long Lake 2025 Pavement Rehabilitation Project will be considered at the November 3, 2025, City Council meeting. Approval of Final Pay Voucher 1, and receipt of the documents outlined above will represent final acceptance of the improvements and the contract for the project will be closed. WSB recommends approval of Final Pay Voucher 1 to ASTECH Corp. in the amount of \$173,215.93.

If you have any questions regarding this matter, please contact me at 612.523.7374.

Sincerely,
WSB

A handwritten signature in black ink, appearing to read "Jeff Oliver", is written over a light blue horizontal line.

Jeff Oliver PE
City Engineer

2025 Street Improvement Project

Final Pay Voucher 1



Client: City of Long Lake
450 Virginia Avenue, PO Box 606
Long Lake, MN 55356-0606

Contractor: Asphalt Surface Technologies Corporation
P.O. Box 1025
St. Cloud, MN 56302

WSB Project No.: 026981-000

Client Project No.:

State Project No.:

Federal Project No.:

Contract Amount

Original Contract	\$206,563.51
Contract Changes	\$0.00
Revised Contract	\$206,563.51

Funds Encumbered

Original	\$206,563.51
Additional	N/A
Total	\$206,563.51

Work Certified To Date

Base Bid Items	\$173,215.93
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$173,215.93

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$173,215.93	\$173,215.93	\$0.00	\$0.00	\$173,215.93	\$173,215.93
Percent Retained: 0%			Percent Complete: 83.86%		

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By Asphalt Surface Technologies Corporation

Signature

10/16/2025

Date

Approved By WSB

Signature

10/28/2025

Date

Approved By City of Long Lake

Signature

Date

2025 Street Improvement Project

Final Pay Voucher 1



Payment Summary

No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	09/30/2025	\$173,215.93	\$0.00	\$173,215.93

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local Funding	\$173,215.93	\$0.00	\$0.00	\$173,215.93	\$173,215.93

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
Local Funding	Local	\$173,215.93	\$206,563.51	\$206,563.51	\$173,215.93

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$13,500.00	1	1	\$13,500.00	1	\$13,500.00
2	2101.502	CLEARING	EACH	\$495.00	8	8	\$3,960.00	8	\$3,960.00
3	2101.502	GRUBBING	EACH	\$330.00	8	8	\$2,640.00	8	\$2,640.00
4	2104.502	SALVAGE MAIL BOX SUPPORT	EACH	\$192.50	16	1	\$192.50	1	\$192.50
5	2104.502	SALVAGE SIGN	EACH	\$27.50	3	1	\$27.50	1	\$27.50
6	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	375	375	\$1,125.00	375	\$1,125.00
7	2104.503	SALVAGE RETAINING WALL	L F	\$6.05	90	40	\$242.00	40	\$242.00
8	2104.503	REMOVE CURB & GUTTER	L F	\$11.00	15	15	\$165.00	15	\$165.00
9	2104.503	REMOVE BITUMINOUS CURB	L F	\$9.35	150	150	\$1,402.50	150	\$1,402.50
10	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$16.50	73	73	\$1,204.50	73	\$1,204.50
11	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$8.91	552	39	\$347.49	39	\$347.49
12	2104.518	REMOVE BITUMINOUS WALK	S F	\$5.00	90	90	\$450.00	90	\$450.00
13	2106.507	EXCAVATION - COMMON (CV) (P)	CY	\$34.43	166	166	\$5,715.38	166	\$5,715.38
14	2106.507	EXCAVATION - SUBGRADE	CY	\$34.43	53	21	\$723.03	21	\$723.03
15	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CY	\$58.00	53	0	\$0.00	0	\$0.00
16	2106.507	COMMON EMBANKMENT (CV) (P)	CY	\$50.00	35	35	\$1,750.00	35	\$1,750.00
17	2106.601	SITE GRADING	LS	\$1,260.00	1	1	\$1,260.00	1	\$1,260.00
18	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$3.30	159	20	\$66.00	20	\$66.00

2025 Street Improvement Project

Final Pay Voucher 1



Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
19	2112.519	SUBGRADE PREPARATION	RDST	\$500.00	1	1	\$500.00	1	\$500.00
20	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$198.00	10	4	\$792.00	4	\$792.00
21	2130.523	WATER	MGAL	\$40.00	17	7.5	\$300.00	7.5	\$300.00
22	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$60.00	64	64	\$3,840.00	64	\$3,840.00
23	2215.504	FULL DEPTH RECLAMATION	S Y	\$2.80	3208	3208	\$8,982.40	3208	\$8,982.40
24	2331.603	JOINT ADHESIVE	L F	\$2.75	284	0	\$0.00	0	\$0.00
25	2360.504	TYPE SP 9.5 WEAR CRS MIX(2,B)3.0" THICK	S Y	\$28.05	557	46	\$1,290.30	46	\$1,290.30
26	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$97.02	578	629.54	\$61,077.97	629.54	\$61,077.97
27	2501.502	15" CAS PIPE APRON	EACH	\$513.70	2	2	\$1,027.40	2	\$1,027.40
28	2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	\$649.00	2	2	\$1,298.00	2	\$1,298.00
29	2503.603	15" HDPE PIPE SEWER	L F	\$39.80	151	163	\$6,454.80	163	\$6,454.80
30	2504.602	ADJUST GATE VALVE & BOX	EACH	\$275.00	3	3	\$825.00	3	\$825.00
31	2503.604	4" INSULATION	S Y	\$23.10	30	7	\$161.70	7	\$161.70
32	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,023.00	5	5	\$5,115.00	5	\$5,115.00
33	2506.502	CASTING ASSEMBLY	EACH	\$858.00	3	3	\$2,574.00	3	\$2,574.00
34	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	L F	\$880.00	6	6	\$5,280.00	6	\$5,280.00
35	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$3,553.00	2	2	\$7,106.00	2	\$7,106.00
36	2506.602	CHIMNEY SEAL	EACH	\$363.00	5	5	\$1,815.00	5	\$1,815.00
37	2511.507	RANDOM RIPRAP CLASS III	C Y	\$149.60	18	12	\$1,795.20	12	\$1,795.20
38	2521.518	6" CONCRETE WALK	S F	\$19.47	75	82.5	\$1,606.28	82.5	\$1,606.28
39	2531.503	CONCRETE CURB & GUTTER DESIGN D412	L F	\$31.90	284	300	\$9,570.00	300	\$9,570.00
40	2531.618	TRUNCATED DOMES	S F	\$60.50	16	16	\$968.00	16	\$968.00
41	2540.602	MAIL BOX	EACH	\$55.00	5	1	\$55.00	1	\$55.00
42	2540.602	MAIL BOX SUPPORT	EACH	\$192.50	16	1	\$192.50	1	\$192.50
43	2540.602	TEMPORARY MAIL BOX	EACH	\$55.00	16	0	\$0.00	0	\$0.00

2025 Street Improvement Project

Final Pay Voucher 1



Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
44	2563.601	TRAFFIC CONTROL	LS	\$1,265.00	1	1	\$1,265.00	1	\$1,265.00
45	2564.602	INSTALL SALVAGED SIGN	EACH	\$247.50	3	0	\$0.00	0	\$0.00
46	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$550.00	1	1	\$550.00	1	\$550.00
47	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$181.50	3	3	\$544.50	3	\$544.50
48	2573.503	SILT FENCE, TYPE MS	LF	\$3.00	400	300	\$900.00	300	\$900.00
49	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	\$2.86	400	0	\$0.00	0	\$0.00
50	2574.507	COMMON TOPSOIL BORROW	CY	\$50.60	130	120	\$6,072.00	120	\$6,072.00
51	2574.508	FERTILIZER TYPE 3	LB	\$1.10	49	12	\$13.20	12	\$13.20
52	2575.505	SEEDING	ACRE	\$4,950.00	0.24	0.24	\$1,188.00	0.24	\$1,188.00
53	2575.608	SEED RESIDENTIAL TURFGRASS	LB	\$4.40	48	300	\$1,320.00	300	\$1,320.00
54	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.76	626	300	\$528.00	300	\$528.00
55	2575.523	WATER	MGAL	\$45.00	26	0	\$0.00	0	\$0.00
56	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	\$3,000.00	1	0.47926	\$1,437.78	0.47926	\$1,437.78
57	2502.601	IRRIGATION SYSTEM PROVISION	LS	\$2,000.00	1	1	\$2,000.00	1	\$2,000.00
Bid Totals:							\$173,215.93		\$173,215.93

Project Category Totals

Category	Amount This Voucher	Amount To Date
A. STREET IMPROVEMENTS	\$169,778.15	\$169,778.15
B. PROVISIONAL ITEMS	\$3,437.78	\$3,437.78

Contract Change Item Status

CC	CC No.	Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals

No.	Contract Change	Description	Amount This Voucher	Amount To Date

2025 Street Improvement Project

Final Pay Voucher 1

**Material On Hand Additions**

Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance

Line No.	Item	Description	Date	Added	Used	Remaining



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / November 18, 2025

SUBJECT: Consider Approval of an Appointment and Employment Agreement for the Position of City Administrator

Prepared By: Jeanette Moeller, City Clerk

Report Date: 11/14/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-41 appointing Amanda Nowezki to the position of City Administrator for the City of Long Lake.

Motion to approve the updated job description for the City Administrator position, revised November 13, 2025.

Motion to authorize staff to contract with Bart Fischer, Management Consultant with DDA Human Resources, Inc., for new City Administrator mentoring and coaching services in an amount not to exceed \$4,750.

Overview / Background

At the Council's August 19 meeting, the City Council formally accepted the resignation of City Administrator Scott Weske effective September 19, 2025. The position of City Administrator oversees and manages City operations, City finances, implements policies and fulfills duties as assigned by the City Council.

Finance Director Amanda Nowezki was appointed by the Council at their September 16 meeting to serve as Interim City Administrator upon former Administrator Weske's departure and to perform the general duties of the position until such time as a new City Administrator would begin their employment. Given that Ms. Nowezki had also conveyed her intent to apply for the City Administrator vacancy, her appointment to serve as Interim City Administrator provided an opportunity for the Council to consider her performance and determine whether promotion may be warranted versus seeking external candidates for the position.

In a recent email to City Attorney Thames and myself, Mayor Miner suggested that the time has come to arrive at a conclusion on the direction of hiring for the City Administrator position; and recommended staff prepare a request for action asking the City Council to consider the appointment of Ms. Nowezki to the position of City Administrator for the Council's next meeting agenda.

With input provided by City staff, City Attorney Thames prepared the attached City Administrator Employment Agreement for the Council's consideration. The terms of the agreement are substantially similar to previous City Administrator employment contracts, with the following updates:

- The agreement proposes Ms. Nowezki transition from her current position to the position of City Administrator effective November 24, 2025, at the start of a new payroll week.
- The starting wage proposed would be consistent with Step One for the City Administrator position as established in the salary pay plan.

- As with any other full-time City employee, Ms. Nowezki would be eligible for cost of living adjustments, benefits, and leave payouts upon voluntary resignation on good terms.
- Ms. Nowezki would not lose any leave she's already accrued since she began her employment with the City on December 2, 2019. She would continue to accrue leave according to the City's accrual schedule, but would earn an extra 16 hours of vacation a year. The additional two days of vacation annually are intended to recognize that the City Administrator position incurs work hours beyond the typical work day with regularity. Limited additional vacation accrual for the City Administrator position is a standard practice.
- Ms. Nowezki's performance would be reviewed by the City Council at six months (in May 2026) post-appointment, and in November annually beginning in 2026.
- As with previous City Administrator employment contracts, Ms. Nowezki would be required to provide a 45-day written notice of any voluntary resignation in the future.
- Same as any full-time employee, the City Administrator may also seek tuition reimbursement for educational opportunities pursuant to the terms of the City's personnel policies, as may be amended from time to time.

Ms. Nowezki has been presented with a copy of the proposed employment contract and is in agreement with all terms proposed. In deference to their appointment as HR Subcommittee members, an advance copy of the employment agreement was distributed to Councilmembers Feldmann and Newcomer via email.

Provided Finance Director's promotion to City Administrator is approved by Council, staff has also updated the format and content of the City Administrator job description to incorporate and more accurately reflect the finance duties the position is/will be responsible for, and to update the minimum requirements for the position.

Lastly, to support Ms. Nowezki in her new role, staff recommends the Council consider authorizing contracting with Bart Fischer, Management Consultant with DDA Human Resources, Inc., for new City Administrator mentoring and coaching services in an amount not to exceed \$4,750. Mr. Fischer holds a Master's Degree in Public Administration from Metropolitan State University and a Bachelor's Degree from the University of Northwestern-St Paul, and has over 20 years of experience as a public sector leader/manager in Minnesota local government organizations. He has served as Assistant City Administrator for the cities of Newport and Chaska, and as City Administrator in the cities of Falcon Heights and Oakdale. Staff feels confident Mr. Fischer's background, experience, and communication style will serve as an excellent resource for Ms. Nowezki during her transition.

Supporting Information

- Resolution No. 2025-41
- City Administrator Employment Agreement
- City Administrator Position Description
- Mentoring/Coaching Plan proposal from Bart Fischer, DDA Human Resources, Inc.



**City Council
Resolution No. 2025-41**

**A RESOLUTION APPOINTING AMANDA NOWEZKI TO THE POSITION OF
CITY ADMINISTRATOR FOR THE CITY OF LONG LAKE**

WHEREAS, Amanda Nowezki began her employment with the City of Long Lake on December 2, 2019 and was subsequently promoted to the position of Finance Director effective October 18, 2023; and

WHEREAS, following the Council's acceptance of a former City Administrator's resignation, at a regular meeting on September 16, 2025, the City Council appointed Ms. Nowezki to serve as Interim City Administrator effective beginning September 20, 2025; and

WHEREAS, Ms. Nowezki has demonstrated the ability to discharge the duties and responsibilities of Interim City Administrator in a professional, thorough, and competent manner; and

WHEREAS, Ms. Nowezki has expressed interest in continuing to perform the duties of the position and to serve as City Administrator on a permanent basis.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Long Lake, Minnesota that Amanda Nowezki is hereby appointed to the position of City Administrator at Step One of the 2025 Salary Pay Plan effective November 24, 2025, and in accordance with the conditions of the Employment Agreement between the City of Long Lake and Ms. Nowezki, attached hereto and made a part of this Resolution.

Adopted by the City Council of the City of Long Lake this 18th day of November 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (this "Agreement") is made and entered into this 18th day of November, 2025, between the City of Long Lake, Minnesota (the "City"), and Amanda Nowezki (the "City Administrator"). The City and the City Administrator are sometimes collectively referred to as the "parties" or each a "party".

BACKGROUND FACTS

- A. Amanda Nowezki currently serves as the Interim City Administrator and Finance Director for the City of Long Lake. The City wishes to employ the services of Ms. Nowezki as City Administrator of the City of Long Lake, Minnesota.
- B. The City and Ms. Nowezki desire to provide for certain procedures, benefits and requirements regarding the employment of Ms. Nowezki by the City in this position.
- C. Ms. Nowezki wishes to accept employment as City Administrator of Long Lake, under the terms and conditions of this Agreement.

TERMS OF AGREEMENT

In consideration of the facts set forth above and the mutual promises set forth below, the parties agree as follows:

1. Duties: City agrees to transition Ms. Nowezki from her current position to the position of City Administrator for the City of Long Lake to perform all duties as specified by law, ordinance, and the City's job description for the position, and to perform such other proper duties as assigned by the City Council.
2. Compensation: The City Administrator, shall be placed at Step One of the City Administrator position found on the City's full time wage schedule and receive an annual salary of \$106,368 per year commencing on the position start date of November 24, 2025. The City Administrator shall be paid according to the City's normal payroll calendar; and will receive any cost of living adjustments for staff wages as approved by the council, consistent with the City's annually adopted salary pay plan. The City Administrator will receive a performance evaluation during the month of May 2026, and annually during the month of November thereafter. An adjustment in annual salary for the City Administrator shall be considered at the time annual performance reviews are given by the Council provided a satisfactory performance evaluation is received. For clarity, the first review at which a payment adjustment will be considered will be the City Administrator's one-year review.
3. Terms and Conditions: The City Administrator will serve at the will of the Council and may be terminated with or without cause at any time. Any of the following will constitute termination with cause and would result in no severance:
 - a. Willful neglect of duty.
 - b. Inefficiency or incompetence in office that is not corrected after a reasonable identification of deficiency during a performance evaluation and after being given appropriate opportunity to correct to the satisfaction of the majority of the City Council.
 - c. Malfeasance or nonfeasance in office.

- d. Gross misconduct including, but not limited to, a conviction of a felony or equivalent level offense or a conviction of an illegal act committed for the purpose of personal gain to the City Administrator.

Should the City terminate the employment of the City Administrator without cause during such time that the City Administrator is willing and able to perform the duties of the position, she will receive six (6) months' severance pay and benefits. Additionally, she will have the option to resign and receive six months' severance pay and benefits: (1) if salary or benefits are cut (other than as part of an across-the-board reduction for all supervisory employees), (2) if the City refuses, following written notice, to comply with the terms of this Agreement, or (3) if the Council formally requests her resignation.

If the City Administrator decides to terminate employment, she will provide the City a minimum of 45 days' notice of her intent to terminate, prior to the effective date of such termination. If the City Administrator voluntarily resigns her position with the City, there shall be no termination pay due to the City Administrator; however, same as other non-union City employees, the City Administrator will be eligible to receive payment of accrued leave as outlined in the City's personnel policies, as may be amended from time to time.

4. Minnesota Public Employees Retirement System (PERA): The City will contribute at the same rate as other employees as provided by Minnesota Law. The City shall execute the necessary documents to allow the City Administrator to enroll in a deferred compensation plan selected by agreement of the City and the City Administrator. The City Administrator may contribute to the deferred compensation plan from her own earnings. The City will not contribute to any plan beyond PERA.
5. Insurance Coverage: The City Administrator will be offered insurance coverage at the same rate as other non-union City employees.
6. Vacation: For purposes of calculating vacation, the City Administrator will start employment with the status of an employee reflecting her current years of service to the City and based upon her original start date with the City on December 2, 2019. The Administrator will retain any unused vacation time she has earned to date. Effective on the position start date, she will begin to accrue vacation time consistent with her years of service to the City, as outlined in the City's personnel policies, plus an additional 16 hours per year. The Administrator may carry over vacation hours from year to year as permitted by the City's personnel policies, as may be amended from time to time.
 - a. The parties agree that this grant of additional vacation time is offered in consideration for the City Administrator's agreement herein to provide 45 days' prior notice of her intent to terminate employment, in such event. Accordingly, to qualify as a resignation in good standing and to be eligible for full payout of unused vacation time, the parties agree that the City Administrator must provide 45 days' prior notice to the City of any termination of her employment initiated by the City Administrator.
7. Sick Leave: Commencing on the position start date, the City Administrator will accrue sick leave based upon her status as a City employee from her original start date with the City, per the City's personnel policies, as may be amended from time to time. The City Administrator will retain any unused sick leave earned to date.

8. Holidays: The City Administrator will be granted the same number of holidays as other City employees.
9. It is recognized that the City Administrator must devote a great deal of time outside the normal office hours on business for the City, and to that end, she shall be allowed to establish an appropriate work schedule.
10. Business Expenses: City will reimburse the City Administrator for all reasonable employment related expenses including, but not limited to, meals and one local civic club membership.
11. Automobile Expenses: The City Administrator will receive mileage reimbursement per the City's personnel policies, as may be amended from time to time.
12. Phone: The City Administrator will receive a stipend of \$50 per month (absent an amendment hereto) for the purpose of using her personal cell phone for City business. The City Administrator will make her mobile number available for business use during business and non-business hours.
13. Dues, Subscriptions, and Continuing Education. The City shall budget and provide for the professional dues and subscriptions for the City Administrator which are deemed reasonable and necessary for the City Administrator's participation in national, regional, state and local associations necessary and desirable for the City Administrator's continued professional participation, education, growth and advancement. This shall include but not be limited to the International City/County Management Association (ICMA), Minnesota City/County Management (MCMA) and Minnesota League of Cities. All activities included in this section shall be budgeted for annually and are subject to council approval. The City Administrator may also seek tuition reimbursement for educational opportunities pursuant to the terms of the City's personnel policies, as may be amended from time to time.
14. The City shall budget and pay, up to the amount budgeted, necessary and reasonable registration, travel and subsistence expenses of the City Administrator for professional and official travel, meetings and occasions adequate to continue the professional development of the City Administrator to adequately pursue necessary official and other committees thereof which the City Administrator serves as a member. The City Administrator shall use good judgment in her outside activities so she will not neglect her primary duties to the City. Professional development events include, without limitation, the ICMA annual conference, Minnesota State Association Conferences, and Minnesota League of Cities events.
15. Outside Activities: The employment provided for by this Agreement shall be the City Administrator's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the City and the community, the City Administrator may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with or be a conflict of interest with her responsibilities under this Agreement. Any such activities shall be pre-approved by the council.
16. Indemnification: The City shall defend and indemnify the City Administrator pursuant to Minnesota Statutes §466.07 and §465.76.

17. Bonding: The City shall bear the full cost of any fidelity or other bonds required of the City Administrator under law or ordinance.
18. General Conditions of Employment: In addition to the benefits cited herein, and subject to the specific exceptions set forth herein, the City shall provide the City Administrator with all benefits that apply to any other employees. The parties agree that, to the extent this Agreement is in conflict with the terms of the City's personnel policies, the terms of this Agreement shall control.
19. Binding Effect: This Agreement shall be binding upon the City and the City Administrator and their respective successors, assigns, and heirs.
20. Severability: If any provision or portion of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be deemed severable and shall remain in full force and effect.
21. Venue: Any action to enforce the terms of this Agreement shall be brought in a court of competent jurisdiction in Hennepin County, Minnesota.

This Agreement is hereby executed by the parties and shall be effective as of the date stated at the beginning of this Agreement.

City of Long Lake, Minnesota

By _____
Charlie Miner
Mayor

ATTEST:

Jeanette Moeller
Clerk

City Administrator

By _____
Amanda Nowezki



POSITION DESCRIPTION

Position Title City Administrator	Position Status Regular Salaried, Non-Union
Department / Accountable To Mayor and City Council	Revision Date November 13, 2025

POSITION SUMMARY

The City Administrator performs responsible administrative and managerial work coordinating and directing City government staff, operations and services; manages and maintains the City's financial accounts and investments; provides leadership to City staff; and assists the City Council in defining, establishing and attaining overall goals and objectives for the City. The position is responsible for the quality of service provided to Long Lake's residents and business community by City staff and consultants.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the City Administrator. The City Administrator may be requested to perform job-related tasks other than those specifically presented in this description.

1. Acts as the managing administrative officer for the City and coordinates the administration of all City programs and services consistent with City Council policy and direction. Develops and implements administrative policies and guidelines in cooperation with the City Council, and communicates all policies and guidelines to City staff and consultants. Directs and supervises the City Clerk in the communication of official City plans, policies and procedures to the general public. Ensures that City projects and programs are managed and implemented appropriately.
2. Keeps the City Council informed of all developments/activities that affect the City and provides accurate and timely information to the Council.
3. Attends and actively participates in City Council meetings and other official City Commission/Board meetings as needed. Provides information, facts, guidance, and sound recommendations with rationale to the Council or other Commission/Board; and ensures directives of the City Council are implemented.
4. Prepares and oversees the preparation of City ordinances, resolutions, policies and procedures. Independently prepares reports, recommendations and resolutions for review or action by the City Council; and presents recommendations and requests for action at City Council meetings. Executes official forms and documents on behalf of the City.
5. Coordinates meetings and represents the City Council as directed with any other governmental agencies and associations. Represents the City at official or semi-official functions, or at City community events, as may be needed or directed by the Council. Stays abreast of developments in the public administrative field and cooperates with government units and municipalities on matters of mutual interest and potential benefit to the City. Coordinates City activities with surrounding cities and other governmental or non-governmental agencies as needed.
6. Supervises and manages all City staff directly or through department supervisor(s) to achieve goals within available resources and assure productivity by all employees. Evaluates employee performance, reviews progress and directs changes as needed. Issues instruction to assign or follow

up on duties; and examines work for conformance to policies, procedures, and City standards. Assures plans, policies and procedures are communicated to all City employees; and holds regular staff meetings. Resolves issues between employees as they arise. Recommends the hiring, suspension, and termination of City employees as provided by law to the City Council. When necessary, exercises the authority to discipline employees under the Administrator's direct supervision, or as requested by a department head. Evaluates City operations and recommends changes in staffing or organizational structure to maintain quality service levels. Periodically reviews the City's Personnel Policy (Employee Handbook) and recommends changes to the City Council as needed. Annually reviews the City's compensation plan (salary pay plan) and recommends changes and compensation adjustments for City employees to the City Council.

7. Coordinates the work of the City's appointed attorney, consulting engineer, consulting planner, and financial advisors; and recommends changes to the City Council in consulting services as appropriate.
8. The City contracts for Police services and is a partner in a Joint Powers Agreement for fire services. The City Administrator works collaboratively with the contract Police Chief and current Fire Chief on an ongoing basis, monitors quality of service under the contracts, and provides service or contract related updates to the City Council as needed.
9. Works with the City Council and City department heads to prepare the annual City budget, and provides expense/revenue histories and budget worksheets to assist in budget review and development prior to preliminary and final levy adoption. Supervises the certification of the preliminary and final City levy to Hennepin County. Enters the adopted budget into the financial system. Provides departments with a copy of the approved budget and with monthly budget updates. Coordinates publication of budget summaries as required by the state or county. Assures that assigned areas of responsibility are performed within budget; and assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
10. Effectively manages the City's finances and investments. Maintains the City's accounting system, subsidiary financial systems, city-wide chart of accounts, journal entries, and revenue/expenditure ledgers. Is responsible for accounts payable and receivable, ensuring coding and posting to accounts. Assists in preparation of any assessment rolls, and coordinates accuracy of special assessment information with Hennepin County. Works with outside agents on cash investments, ensuring City funds are invested according to legally approved investment practices, and that City funds and assets are managed and invested appropriately. Maintains and oversees the City's invoice/billing system for all non-utility invoicing and performs timely collection of delinquent invoices. Oversees all City utility billing functions.
11. Coordinates all annual and mid-year financial audits. Prepares audit correspondence, assembles audit information and reports for the City's independent auditors, prepares year-end adjustments to financial ledger balances, reviews the draft audit report, and coordinates the presentation of annual audit to the City Council.
12. Coordinates the annual preparation of LMCIT and workers' compensation insurance applications. Maintains current policies/statements of value for City equipment, buildings, vehicles, and property. Prepares payments for liability, property, and workers' compensation claims and premiums. Prepares workers' compensation audit and final premiums.
13. Computes and prepares biweekly payroll and reports. Coordinates benefit and payroll information for City staff, informs employees of benefit and insurance changes, coordinates annual benefits

enrollment, and prepares year-end W2s and 1099s. Maintains familiarity with alternative or supplemental sources of revenue, including federal and state aids, loans, grants, and other opportunities. Presents information and submits recommendations to the City Council for actions necessary to take advantage of such sources.

14. Coordinates the timely completion and publication of annual Tax Increment Financing (TIF) Reports for submission to the state auditor. Reviews the status of TIF Districts, coordinates the issuance and payment of Tax Increment Revenue notes on projects, and participates in the closing of TIF Districts in collaboration with the City's TIF financial consultant.
15. Performs other duties as assigned or apparent.

MINIMUM QUALIFICATION REQUIREMENTS

- Bachelor's degree in Public Administration or related field with 3 to 5 years of progressively responsible experience in municipal government, including supervisory experience; or alternatively, an Associate of Applied Science (AAS) degree in accounting or Certified Public Accountant (CPA) licensure with 5 or more years of progressively responsible experience in municipal government, including service as a department head.
- Experience with Banyon Data Systems financial accounting software modules is strongly preferred.
- Must possess a valid driver's license and the ability to drive legally and safely.
- Must be able to work evenings or weekends when necessary, and to be reasonably available to respond in emergency situations as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The functions, organization, staffing, administrative practices, and operations of municipal government.
- The principles of municipal government accounting, budget preparation and administration, government finance policies and procedures, and tax increment financing.
- State and Federal rules and regulations relating to municipal government.
- Organization and function of municipal government and the ordinances, regulations, and policies controlling its operation.
- Human resource, payroll, and labor relations laws, principles and practices.
- The basic principles of planning and zoning.

Skill in:

- Oral and written communication.
- Prioritizing work activities.
- Organization and time management.
- Public relations and office management.
- Observation and decision-making.
- Resourcefulness in problem solving and research activities.
- Computer and mobile device use, Microsoft Office applications, accounting software, copier/scanner equipment, and office phones.

Ability to:

- Communicate clearly, effectively, and tactfully, both orally and in writing, including making formal presentations.

- Make arithmetic computations using whole numbers, fractions and decimals.
- Research and analyze complex or technical information, utilize resources, develop alternatives, and prepare and present reports. Ability to assemble, organize, and present statistical, financial, and factual information derived from a variety of sources in both written and oral form.
- Direct and motivate staff in a manner to promote and facilitate cooperation, teamwork, and communication between City staff, City departments, and the City Council.
- Promote and develop positive community relations and effective working relationships with City staff, elected/appointed public officials, other governmental agencies, business owners or representatives, and the general public.
- Maintain confidentiality when applicable; read, interpret, understand and enforce laws, rules, regulations, policies and procedures.
- Analyze, interpret and enforce laws, rules, regulations and policies affecting administrative operations in a municipality.
- Respond to questions and concerns, mediate disputes, and determine appropriate action to resolve a wide variety of municipal issues.
- Objectively and tactfully address sensitive or controversial issues, while offering solutions and alternatives that recognize expressed concerns.
- Develop goals and objectives, and ensure accountability in all City functions.
- Maintain regard for the safety and welfare of self and other employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be considered to enable individuals with disabilities to perform the duties of the position.

While performing the duties of City Administrator, the employee is required to talk, hear, sit, stand, and walk; use hands to handle or operate objects, devices, tools, or controls; and reach with hands and arms. It may occasionally be necessary for the employee to stoop, kneel, crouch, or crawl.

The employee must have a working ability to sit or stand for long periods of time and to use fine motor skills for writing, computer, and mobile device use. Required vision abilities include close vision, distance vision, and peripheral vision.

The employee must occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Under the supervision of the City Administrator, City employees perform at a high level of productivity in day-to-day operations, and in carrying out the policies and direction of the Council.
- Improves efficiency of assigned duties.
- Consistently maintains clear and effective communication throughout the City organization.
- Continually displays skill in oral and written communication, including during presentations.

- Maintains a positive and solid reputation for service with the City's residents and business owners.

SELECTION GUIDELINES

Review of completed City Employment Application and resume; review of education and experience; one or more oral interview(s); an in-person communication skills review; and a successful background check determine final candidate selection.

The examples of duties included in this position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the City (employer) and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Long Lake
Amanda Nowezki (Interim City Administrator)
Mentoring/Coaching Plan
Submitted by Bart Fischer
09/12/2025

Schedule/Plan

- Meet for 1.5 hours per meeting/virtual/call
- September 2025
 - Meeting #1 – In-Person*
- October 2025
 - Meeting #2 – In-Person*
 - *Meeting in-person the first 2 meetings to establish rapport
 - Meeting #3 – Virtual/Call
- November 2025
 - Meeting #4 – In-Person
 - Meeting #5 – Virtual/Call
- December 2025
 - Meeting #6 – In-Person
- January 2026
 - Meeting #7 – Virtual/Call
- February 2026
 - Meeting #8 – Virtual/Call
- March 2026
 - Meeting #9 – In-Person
- April 2026
 - Meeting #10 – Virtual/Call
- May 2026
 - Meeting #11 – In-Person
- June 2026
 - Meeting #12 – Virtual/Call
- July 2026
 - Evaluate the Need/Desire to Continue

Details

- 6 in-person meetings and 6 virtual/call meetings
- 1 hour of prep and follow-up time for each of the 12 meetings/calls as well as opportunities to connect in between meetings/calls as needed
- 1.5 hours of travel time for each of the 6 in-person meetings

- \$150/hour for prep, meeting, follow up time
- \$75/hour for travel time
- \$487/in-person meeting
- \$375/virtual meeting/call
- **Total for this program: \$4,750**



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / November 18, 2025

SUBJECT: Adoption of 2026 City Utilities/Recycling Rates

Prepared By: Amanda Nowezki, Finance Director

Report Date: 11/12/2025

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2025-40 establishing water, sewer, and storm sewer utility rates; and establishing curbside residential recycling and residential organics recycling rates.

Overview / Background

In 2025, we received notification from the Metropolitan Council that our 2026 treatment costs were increasing another 23.75% from \$351,225 per year to \$434,626 per year. In addition to this increase, the Minnesota Department of Health (MDH) connection fee will be going up to \$15.22 per year, per connection.

Staff recommends the following utility rate increases to cover these unforeseen expenses:

Proposed Rate Changes

Water Rates

- Pre-approved base rate increase of 1.75%.
- Adjust apartment “per unit” base rate from 80% of residential down to 75% of residential.
- Increase the Minnesota Department of Health (MDH) water testing fee from \$0.81 to \$1.27.
- Increase the Manual Meter Read/Entry Fee charge by \$5.00.

Sewer Rates

- Decrease the base rate by \$0.10.
- Remove the \$4.48 “per unit” apartment base rate to help offset the Metropolitan Council Environmental Services (MCES) Treatment Fee increase.
- Increase the MCES Treatment Fee to \$39.20 in order to reflect the 2026 Metropolitan Council treatment charge.
- Adjust the multi-family/apartment complex “per unit” MCES Treatment Fee to \$29.40 (75% of residential) to help cover the 2026 Metropolitan Council treatment costs.
- Add the MCES Treatment Fee of \$39.20 to all unmetered residential properties.

Surface Water Management Rates

- Increase residential base rate by \$0.35 (7.5%) to \$4.95.
- Increase base rate for Commercial, Industrial, and Green Space by 7.5%.

Recycling Service Rate

- No rate changes to the recycling services.

Supporting Information

- Resolution No. 2025-40 (includes rate schedule on Exhibit A)
- Rate Adjustment Bill Scenarios



**City Council
Resolution No. 2025-40**

**A RESOLUTION ESTABLISHING WATER, SEWER, AND STORM SEWER UTILITY RATES; AND
ESTABLISHING CURBSIDE RESIDENTIAL RECYCLING AND RESIDENTIAL ORGANICS RATES**

WHEREAS, it is the duty of the City Council to set billing rates for the City's water, sewer and storm sewer utility services, as well as for curbside residential and organics recycling consistent with City and Hennepin County ordinances; and

WHEREAS, the City has completed a review of all utility rates and recycling service charges and determined that revisions to the City's rate schedules are warranted.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Long Lake, hereby establishes the following utility rates, for inclusion in the City of Long Lake Fee Schedule per Exhibit A, attached hereto and made a part of this Resolution.

Adopted by the City Council of the City of Long Lake this 18th day of November 2025.

BY:

Charlie Miner, Mayor

ATTEST:

Jeanette Moeller, City Clerk

2026 MONTHLY UTILITY BILLING WITH RATE ADJUSTMENTS

	Current 2025 Rates		Proposed 2026 Rates		Impact	Notes: Monthly Tiers
	BASE	TIER	BASE	TIER		
Water-1.75% Annual Inc						
Water Base	5.60		5.70		0.10	Pre-approved 1.75% increase
Water Base - Apts (Per Unit)	4.48		4.28		-0.20	Per Unit Fee to 237 Apts (Change to 75% from 80% of Res)
Residential Tier 1 (0-2,499 Gal)		3.95		4.02	0.07	Pre-approved 1.75% increase
Residential Tier 2 (2,500-7,499 Gal)		4.55		4.63	0.08	Pre-approved 1.75% increase
Residential Tier 3 (>7,500 Gal)		5.25		5.34	0.09	Pre-approved 1.75% increase
Irrigation Tier 1 (ALL)		5.75		5.85	0.10	Pre-approved 1.75% increase
Commercial Tier 1 (0-8,499 Gal)		4.55		4.63	0.08	Pre-approved 1.75% increase
Commercial Tier 2 (8,500-16,499 Gal)		5.25		5.34	0.09	Pre-approved 1.75% increase
Commercial Tier 3 (>16,500 Gal)		5.75		5.85	0.10	Pre-approved 1.75% increase
Large Industrial (ALL)		5.25		5.34	0.09	Pre-approved 1.75% increase
Sewer-4% Annual Increase						
Sewer Base	5.60		5.50		-0.10	decrease to help offset MCES treatment fee
Sewer Base - Apts (Per Unit)	4.48		0.00		-4.48	Remove from billing (Bill MCES per unit)
Sewer Tier 1 (0-2,499 Gal)		0.00		0.00	0.00	Include in base to help offset MCES treatment fee
Sewer Tier 2 (>2,500)		8.00		8.00	0.00	0% Increase (Pre-approved 4%)
Surface Water/Storm						
Residential Storm Water	4.60		4.95		0.35	7.5% Increase
Commercial/Industrial per acre		42.00		45.15	3.15	7.5% Increase
Green Space per acre		31.50		33.85	2.35	7.5% Increase
Recycling						
Recycling	7.00		7.00		0.00	0% Increase
Organics	4.25		4.25		0.00	0% Increase
Recycling - Apts (Per Unit)		2.75		2.75	0.00	0% Increase
Passthrough Fees						
MDH Wtr Testing	0.81		1.27		0.46	MDH Fee Increase (Charge 1.26 for 2 months)
MCES Swr Treatment	31.22		39.20		7.98	New Rate \$434,625.94/yr (757 Res Units)
MCES - Apts (Per Unit)	24.98		29.40		4.42	Per Unit Fee to 237 Apts (Change to 75% from 80% of Res)
Manual Meter Utility Read/Entry Fee	55.00		60.00		5.00	
Unmetered Fixed Charge	150.00		189.20		39.20	Add the MCES fee to each unmetered account
Monthly Late Fee on Unpaid Utilities	6%		8%		2%	
Interest Rate of Certified Assessments	5%		5%		0.00	
Hennepin County Certification Fee	2.50		2.50		0.00	

2026 MONTHLY UTILITY BILLING RATE IMPACT

Section 7C.

	Residential (Usage per 1,000 Gal)									Commercial (Usage per 1,000 Gal)					Apt (8units)
	0	1	2	3	4	5	6	7	8	0	1	42	84	337	22
Water-1.75% Annual Inc															
Water Base	5.70	5.70	5.70	5.70	5.70	5.70	5.70	5.70	5.70	5.70	5.70	5.70	5.70	5.70	34.24
Residential Tier 1 (0-2,499 Gal)	0.00	4.02	8.04	8.04	8.04	8.04	8.04	8.04	8.04						
Residential Tier 2 (2,500-7,499 Gal)				4.63	9.26	13.89	18.52	23.15	23.15						
Residential Tier 3 (>7,500 Gal)									5.34						
Commercial Tier 1 (0-8,499 Gal)										0.00	4.63	37.04	37.04	37.04	37.04
Commercial Tier 2 (8,500-16,499 Gal)												79.76	79.76	79.76	111.80
Commercial Tier 3 (>16,500 Gal)												189.14	434.84	1,914.89	
Sewer-4% Annual Increase															
Sewer Base	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	0.00
Sewer Tier 1 (0-2,499 Gal)			0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00
Sewer Tier 2 (>2,500)				8.00	16.00	24.00	32.00	40.00	48.00			320.00	656.00	2,680.00	160.00
Surface Water/Storm															
Residential Storm Water	4.95	4.95	4.95	4.95	4.95	4.95	4.95	4.95	4.95						
Commercial/Industrial per acre										45.15	45.15	45.15	45.15	45.15	45.15
Recycling															
Recycling	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00						
Organics	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25	4.25						
Passthrough Fees															
MDH Wtr Testing	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27	1.27
MCES Swr Treatment	39.20	39.20	39.20	39.20	39.20	39.20	39.20	39.20	39.20	39.20	39.20	39.20	39.20	39.20	235.20
2025 Bill Amount	59.08	63.03	66.98	79.53	92.08	104.63	117.18	129.73	142.98	88.86	93.80	661.79	1,254.27	4,700.14	603.68
2026 Bill Amount	67.87	71.89	75.91	88.54	101.17	113.80	126.43	139.06	152.40	96.82	101.45	722.76	1,304.46	4,808.51	624.70
Proposed Increase Amount	8.79	8.86	8.93	9.01	9.09	9.17	9.25	9.33	9.42	7.96	7.65	60.97	50.19	108.37	21.02